



Office 365 Webmail Quick Start

Click the Student Email icon on the district homepage (www.sharylandisd.org)



At the login prompt, enter your UserID and Password, then click “Sign In”:

sign in

- UserID = student computer username@students.sharylandisd.org
 - Example – If computer username is AA12345, the User ID would be AA12345@students.sharylandisd.org
- Password = student computer password
 - Example – If computer password is AA1234, the Password would be AA1234
 - Note – this is case sensitive...the first 2 letters are Capitalized.

User ID:

Password:

[Forgot your password?](#)

Remember me
 Keep me signed in

When the Office 365 Portal Page appears, click the “Outlook” link to go to your inbox. This link is located at the top center of the page.

All student email accounts have 50 GB of storage space to house email and attachments.

Student file storage in the cloud is called OneDrive. You have access to 1TB of cloud storage.