Instructions to Access your Email:
1. Go to clevelandmetroschools.org
2. Click Staff
3. Click O365
4. Click Outlook

Instructions to Change your Password:
1. In Outlook, click on your picture or initials in the upper right corner
2. In the 'My account' window, click 'my account'
3. In the 'Security & Privacy window,' click on 'Manage security and privacy'
4. In the 'Security and Privacy window,' click on 'Password, change your password'
5. In the 'Change your password window,' follow the instructions to change your password