Follow these steps to log into your Cleveland Metropolitan School District Office 365 account on the web.

Before logging in to Microsoft Office 365 you will need the following information:

- Your CMSD Email Address. The format of the email address is:
    - FirstName.LastName@CMSDk12.org
    - If there is a problem with the CMSD Email address please contact the Service Desk at **216-838-0440.**

      Note There could be slight variations in the email, for example, if you have a Jr., III, IV after your name or there are multiple students with the same name in the District.

- Your CMSD Password. The format of the password is:
    - Use the first initial of your first name
    - Use your lunch pin.

    - For example: T12345tt
        - T and tt = the first initial of Tyler
        - 12345 = Lunch Pin (12345 is just an example)
    - For example: C34567cc
        - C and cc = the first initial of Chris
        - 34567 = Lunch Pin (34567 is just an example)

    NOTE Your CMSD password is case sensitive.

    - If there is a problem with your CMSD password please contact the Service Desk at **216-838-0440**

1. There are two options to use for accessing Office 365:
    a. Go to the CMSD home page, https://www.clevelandmetroschools.org/, hover over the Student tab and choose Office 365.
    b. You can also access Office 365 through the Clever Portal.

2. Enter your CMSD email address as the User ID: (firstname.lastname@CMSDk12.org)

3. Enter your CMSD password (i.e., T12345tt)

4. You will then be directed to your Office 365 portal homepage:

5. Choose Outlook icon to access your email.