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:
  - First Name.Last Name@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)
  - If there is a problem with your CMSD password please contact the Service Desk at **216-838-0440**
  *NOTE* Your CMSD password is case sensitive.

1. There are two options to use for accessing Office 365:
   a. Go to the CMSD home page, [https://www.clevelandmetroschools.org/](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.