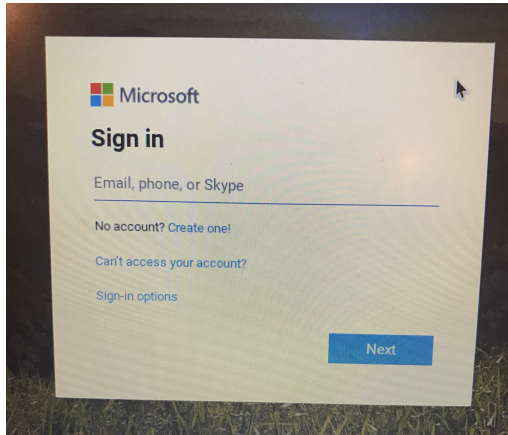


## Students logging into Email and Teams

1. Go to [office.com](https://office.com)
2. A Microsoft Sign In screen will appear



3. Type your computer username followed by @cabarrus.k12.nc.us  
**Example for John Smith – [jsmith6789@cabarrus.k12.nc.us](mailto:jsmith6789@cabarrus.k12.nc.us)**
4. Click Next
5. A Cabarrus County Login screen will open, the username should already be there. If it is not there type you username followed by @cabarrus.k12.nc.us  
**Example for John Smith – [jsmith6789@cabarrus.k12.nc.us](mailto:jsmith6789@cabarrus.k12.nc.us)**
6. Type your computer password (student ID #)
7. If asked to stay signed in click Yes.
8. This will take you to the Microsoft Office main screen.
  - a. If you want to check your email click on Outlook
  - b. If you are joining a teacher's team click on Teams