Students should start on the Don Lugo Home Page. Here, they can setup their office 365, as well as, their Class Link where all of their available apps/ are.



Step 1: Click on the Students Tab and then on Office 365 Portal for Students

Step 2: Click on the Acceptable Use Information

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	Acceptable Use Information	Introduction and Purpose The Chino Valley Unified School District (CVUSD) community is encouraged to make innovative and creative use of information
	Student Support for Office 365 and Office 2013	technologies in support of education and research. Use of the Chino Valley USD network (CVUSD network) is a privilege and is intended only for purposes consistent with Chino Valley Unified School District (herein referred to as the "District") educational business and curricular dysteries.
		The purpose of this policy is to ensure appropriate, responsible, ethical and legal use of technology within the CVUSD community. This policy is designed to guide faculty, staff, students and guests in the acceptable use of the District network and technology systems.
		This policy is an extension of District Student Handbook Policies and Personnel Policies, as well as District Policies and Administrative Regulations. Students and employees are responsible for appropriate use of the CVUSD network. Inappropriate use may result in the cancellation of our perivileges, discipationary and/or legal action. Activities that violate state, local or federal law may be subject to prosecution. All users are bound by finare updates.
		By accessing the Office365 portal, you agree to the Acceptable Use Policy of the Chino Valley Unified School District. https://login.microsoftonllac.com/
		Read Acceptable Use Policy for Chino Valley Unified School District
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https://www.chino.k12.ca.us/Page/14739		

Step 3: Click on the Read Acceptable Use Policy

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		By accessing the Office265 portal, you agree to the Acceptable Use Policy of the Chino Valley Unified School District. https://logia.miccrosoftonline.com/
		Read Acceptable Use Policy for Chino Valley Unified School District
	/	Click here to download copy to sign



Step 5: Fill Out The Form (This is the new step)

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	1. Type your first and last name. Enter your answer	
Ĩ	2. Choose your school from the drop-down menu. (Elementary schools are listed first followed by junior high and high school.) *	

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Step 6: Submit the Form

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		Select your answer \checkmark	
		3. Today's date. *	
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		4. Do you agree with the Chino Valley Unified School District's Technology and Network Acceptable Use Policy? *	
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Create and share interactive reports, presentations, personal stories, and more :=

Step 7: Now, you can click on the Microsoft Office link and it will be activated for you.



Step 8: After clicking on the link, it should open up the student's outlook. There may be one other step that happens before this screen or after this screen and that is to ask what time zone you are in. The answer is PST (Pacific Standard Time)

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Step 9: Return to the Don Lugo Homepage to setup Classlink and make sure EVERYTHING is working and available to you.

Step 10: Click on the Students Tab then click on Class Link Access

Step 11: Login with your typical district network username and network password like you do when you are testing or in your computer lab.

Step 12: You want to ADD your new Outlook access to all the apps you have access to. Take a look.

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Step 13: Add an app. Click on the (+) sign.

Step 14: Type OUTLOOK and click on the app when it comes up.

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Step: 15: Click ADD

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Step 16: Check to make sure it's there.

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NOW EVERYTHING IS ALL SETUP TO SEND AND RECEIVE EMAILS. REMEMBER **STUDENTS DO NOT HAVE GMAIL ACCOUNTS** WITH THEIR OUTLOOK DRIVEN STUDENT CREDENTIALS @stu.chino.k12.ca.us