Microsoft O365 Email

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Oak Park Schools has recently migrated to Office 365 these are instructions to login to your new account.

Step by Step Document

Step by Step Video

Logging In for the First Time

Navigate to https://outlook.office.com

You will use your new email which will be either:

- firstname.lastname@opsk12.org
- or
- firstname.lastname@michiganworksoakpark.org

Then select Next.

You should now be redirected to the Oakland Schools login page.

Please login using the password that you use to login to the Oakland Schools Service Desk and then select **Sign In**

If you do not remember your Oakland Schools Service Desk login or password please contact the Service Desk at

248-209-2060 and they can assist you in updating your login credentials.





Sign in with your school district email account.

someone@example.com Password

Sign in

For further troubleshooting assistance please select the links located at the bottom of the page. It will then pop up a page letting you know that Office 365 requires additional information to continue.

Click Next.

It will ask you how you would like to verify your account, please select the ${\bf Country}$ as United States.

Please select a **phone number** that you have access too when not in the building. You will need this number when you attempt to login from any device.

Once you have selected your phone number select Next

You will receive a call from Microsoft verify that you are attempting to login, please select the **Pound** key to continue.

You may receive a request to add additional verification options, this is not required.

select Looks Good to continue to complete your account creation.

	Microsoft	
	- MICrosoft	
	More information required	
	Your organization needs more information to keep your account secure	,
	Use a different account	
	Learn more	
	Next	
Microsoft		
Additional	security verification	
Secure your accou	at by adding phone verification to your password. View video to know how to service your account	
Step 1: How	should we contact you?	
Authentication	phone v	
Select your con	nny or region 🔹	
Method		
Coll mo	a code by text message	
Can me		
		Next
Your phone num	bers will only be used for account security. Standard telephone and SMS charges will apply.	
02021 Microsoft	Legal Privacy	
Mirman		
don't lo	se access to your account!	
secure. You'll ne	su can reset your password, we need to collect some into so we can verify who you are, we won't use this to spam you - just and to set up at least 1 of the options below.	t to keep your account m
Office phon	e is set to +1 Change	
Authenticat	ion Phone is not configured. Set it up now	
Authenticat	ion Email is not configured. Set it up now	
Security Qu	estions are not configured. Set them up now	
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Adding your O365 account to your Outlook Mobile app

Please open your Outlook app and swipe from left to right to open the menu and select the add mailbox button in the upper left.



Enter your new O365 email address.

This will be

firstname.lastname@opsk12.org

or

firstname.lastname@michiganworksoakpark.org

You will be redirected to the Oakland Schools landing page, please put in the password associated with your account, this is the same password used to login to your Oakland Schools Service Desk account.

Then select Sign In

It will then call the phone number you have associated with your account to verify your login

Congratulations! You should now have added your O365 account to your outlook app on your phone. You should be able to switch between the two by swiping from the left side to the right to open the menu and switch between accounts.



Sign in with your school district email account.

komeone@example.com

Sign in

For further troubleshooting assistance please select the links located at the bottom of the page.





File	Modified
PNG File 2fa setup.png	Jun 16, 2021 by Matthew Leiterman
PNG File Mobile add account.png	Jun 16, 2021 by Matthew Leiterman
PNG File Moreinformationrequired.png	Jun 16, 2021 by Matthew Leiterman
PNG File O365mobilefinal.png	Jun 16, 2021 by Matthew Leiterman
PNG File Oaklandmobile.png	Jun 16, 2021 by Matthew Leiterman
PNG File office365loginpage.png	Jun 16, 2021 by Matthew Leiterman
PNG File OSlandingpage.png	Jun 16, 2021 by Matthew Leiterman
PNG File Outlook mobile start.png	Jun 16, 2021 by Matthew Leiterman
PNG File verification.png	Jun 18, 2021 by Matthew Leiterman

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