Dear Student,

Clearview Regional High School now has a set of powerful email, web, and collaboration tools that can help you work faster and gain skills for the workplace.

Start using your Office 365 account today:

**Log in at:**  
**At School:** Desktop Icon or SharePoint  
**At Home:** [https://portal.microsoftonline.com](https://portal.microsoftonline.com) OR Link on [www.clearviewregional.edu](http://www.clearviewregional.edu).

**Username/E-Mail:** FirstName.Lastname@student.clearviewregional.edu  
**Password:** Same password as you use on the school computers and My Big Campus

**WITH OFFICE 365:**

- **No more cleaning out your inbox!** You get a web-based email account with a 25GB mailbox.
- **Communicate from your phone, PC, or Mac,** using e-mail.
- **Work together online with Office Web Apps,** create, share and update Microsoft Office documents without losing formatting when saving to various places.
- **Prepare for the workplace** with the Microsoft tools your future employers are using.

Clearview Regional Technology Team
Logging In

When you go to the desktop link or https://portal.microsoftonline.com, you will be prompted to enter a username and password. Your username is your e-mail address and your password is the same as you use to log into the computers at school:

Same Password that you use at school to log into the computers!!!
You will then be asked to set-up your account. We are in the –05:00 EST Time Zone. (You will only have to do this once).

This is what your e-mail should look like: