## STUDENT'S NEW 'ABBYSCHOOLS' EMAIL ACCOUNTS and TEAMS:

To access your new 'abbyschools' email account, type *Office.com* into your search engine.

Once there, use your abbyschools email address as the log in ID.

The Password is your birthday in the MMDDYY format (ex. March 26, 2008 = 032608).



Once logged on, you need to click the Outlook icon **second**. If you can't see it on the left side, you may have to click the waffle in the top left corner and choose it here.

The "teams" icon is also found here.

