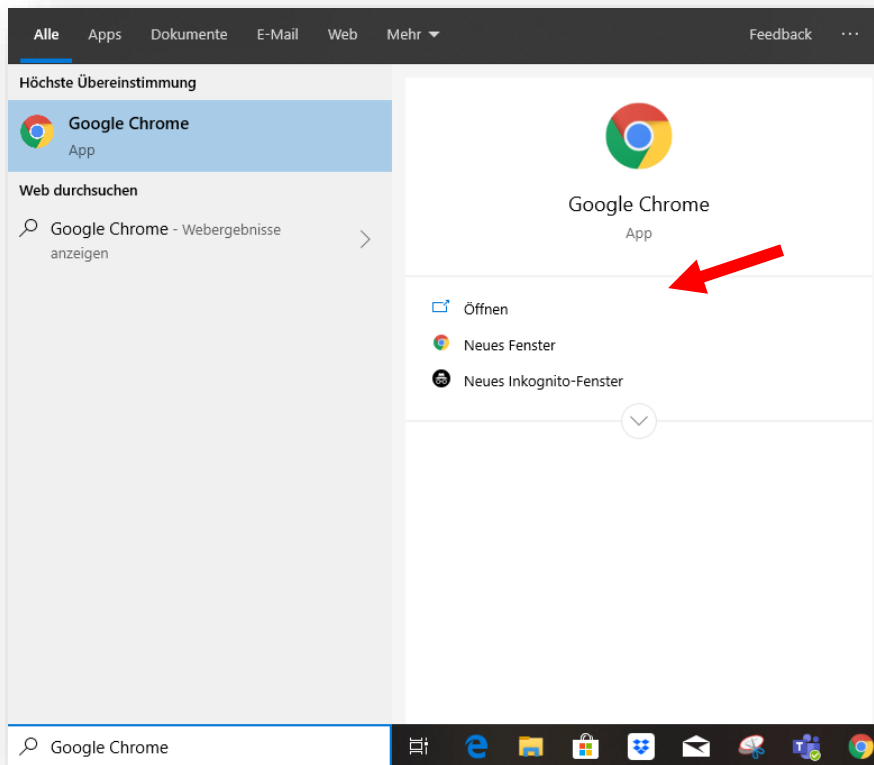


Login Office 365

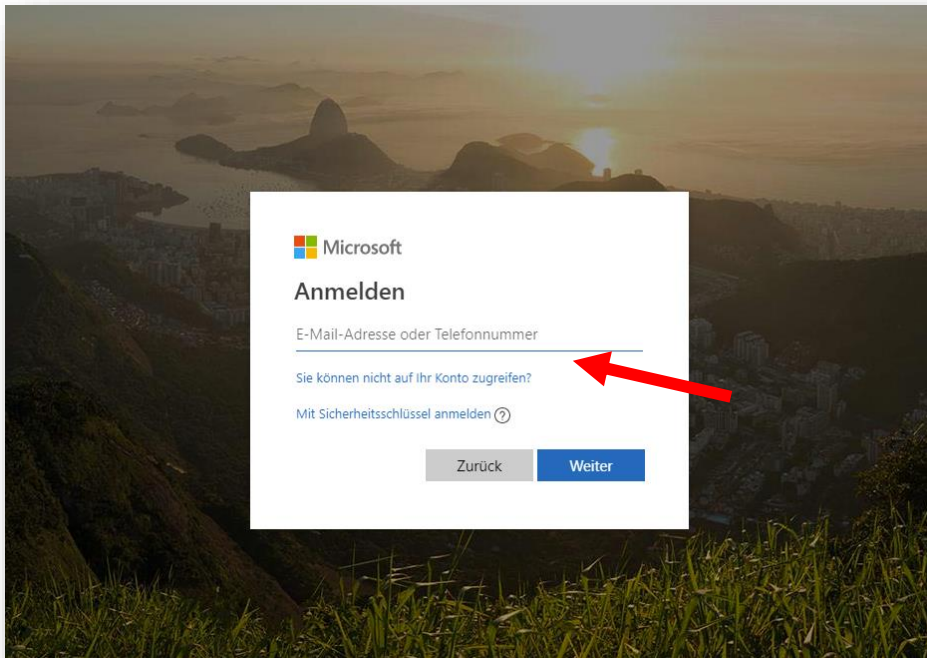
1. Open (=Öffnen) google chrome or any other browser.



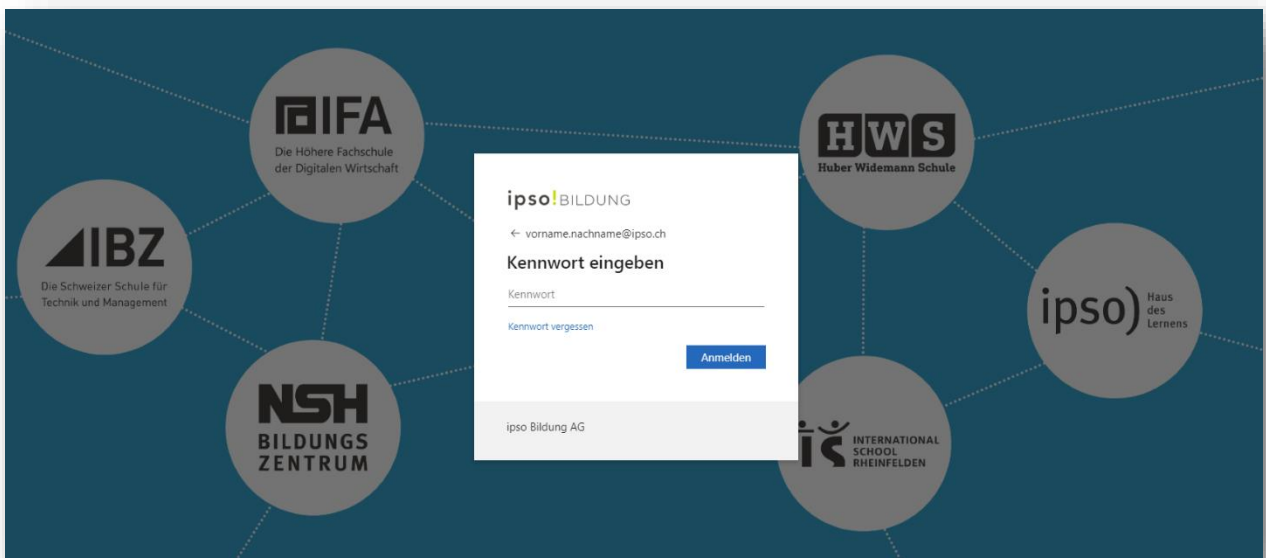
2. Got to the page www.office.com and start by pushing the registration button (=Anmelden)



3. Start the seccion (=Anmelden), write your school account (=email).



4. Write your password (= Kennwort eingeben)



- The password must be changed after the first time you logged in. Write first your school password (= Aktuelles Kennwort), than your new password (= Neues Kennwort) and to finalize rewrite your new password (= Kennwort bestätigen).

The image shows a screenshot of a web form for changing a password. At the top left is the logo 'ipso!BILDUNG'. Below it is the email address 'vorname.nachname@ipso.ch'. The main heading is 'Ändern Sie Ihr Kennwort'. A short instruction follows: 'Sie müssen Ihr Kennwort ändern, weil Sie sich entweder erstmalig anmelden oder Ihr Kennwort abgelaufen ist.' There are three input fields: 'Aktuelles Kennwort', 'Neues Kennwort', and 'Kennwort bestätigen'. A blue 'Anmelden' button is positioned to the right of the third field. At the bottom left of the form area, it says 'ipso Bildung AG'.