The Omaha Public Schools Office 365 Department has been updated and relocated. Any previous browser bookmarks, or sites followed previously, need to be removed and updated.

- Login to Outlook (email account)
- Click on the waffle
- Select ‘Sites’ from the listed icons
- Select ‘Departments’ this is the NEW site (URL: https://omahaps.sharepoint.com)
Notice the Navigation layout has changed:

- Sub-sites are now on the left-hand side
How to un-follow the old site in the ‘Followed Sites’ area:

- Below the old District Communications site was followed

![Followed Sites]

- When selected the following message is found ‘Page Not Found’

![Page Not Found]

- This does not mean it is gone, it has been relocated to a new URL address and the user needs to remove the followed site and replace it with the new site.
From ‘Followed Sites’

- Select ‘Open Menu’ use cursor to click on the ellipsis, or three dots after the site name
- Select ‘Stop following’

- Select the New Department Site and follow if desired