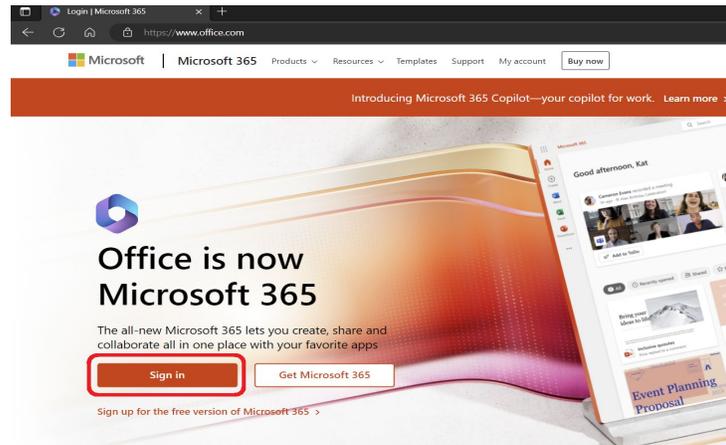


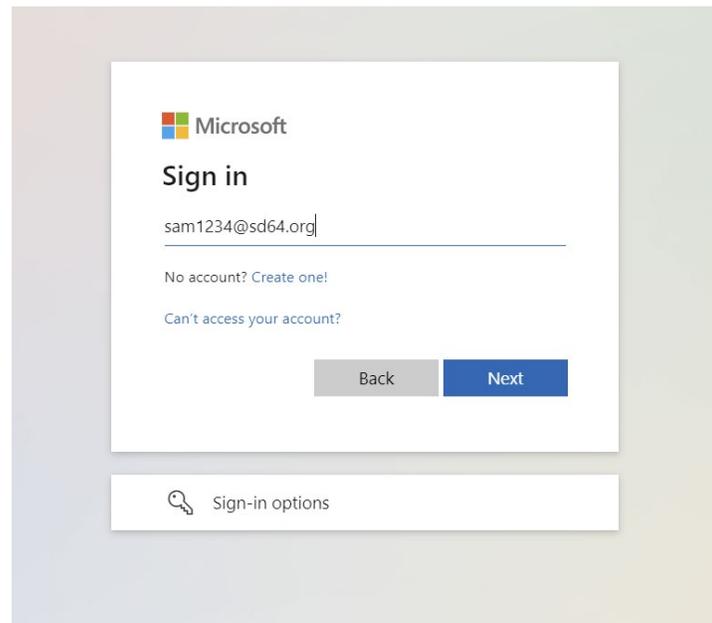


Accessing Student Email

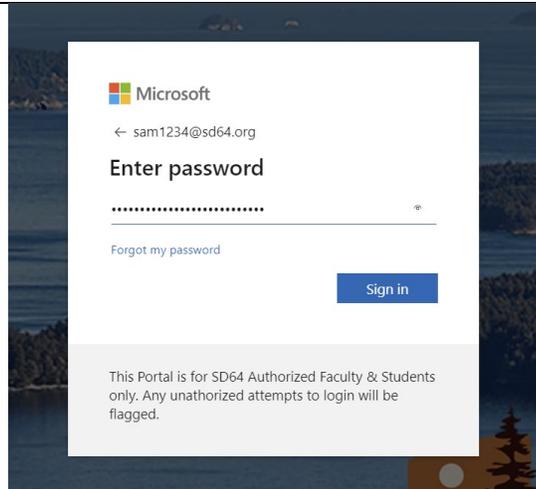
- 1 Navigate to [www.Office.com](https://www.office.com) and click “Sign in”.



- 2 Use your new school email address. This will be the first three letters of your first name, paired with the last 4 digits of your Pupil ID. (eg: ABC1234@sd64.org).

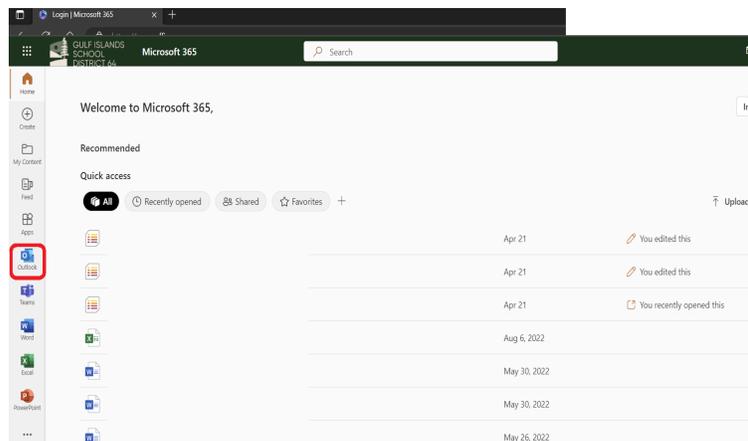


3 Type your password.



For grades K-7 this password will be available from your teacher. For grades 8-12 your password will be set to your pupil number and will require you to reset it after first log on.

4 You will now see all the Microsoft 365 Applications, as well as a recent files dashboard.



5 Click Outlook to access your email.