How to access district student email through the student portal.

**Step 1**

Accessing Student Email in Office 365
- Click on Portal
- Type: Username
- Type: Password
- Click: Sign In

**Step 2**

Office 365 Log in page will be displayed.
- Type: Username
- Type: Password
- Click: Sign In

**Step 3**

The Office 365 Ribbon page will be displayed.
- Click: Outlook (View/Link)

**Step 4**

You will be prompted to Stay Signed In.
- Click: Yes

Welcome screen will be displayed. There are options on the Welcome screen.
- View brief highlights about Outlook or close the screen

For more information on how to use Office 365 Outlook visit: https://support.office.com/en-us/article/outlook-tips-and-tricks-ea985f14-9f42-4390-96e9-49f1129b41ce

Scroll down for Outlook on the Web to view online tutorials.