How to access district student email through the student portal.

Step 1

1 of 4   ...essing Student Email in Office 365

⇒ **Go to:** www.dadeschools.net
⇒ **Click on:** Portal

Portal Log In screen will be displayed.

⇒ **Type:** Username
⇒ **Type:** Password
⇒ **Click:** Login

Student Portal page will be displayed.
⇒ **Click:** Office 365

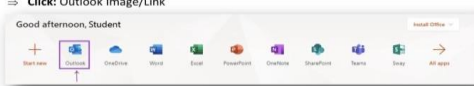## Step 2

...mail in Office 365

From home the **Office 365 Log In** page will be displayed.

⇒ **Type Username:**

studentID@students.dadeschools.net

Example: 1234567@students.dadeschools.net

⇒ **Type:** Password
⇒ **Click:** Sign In

The **Office 365 Ribbon** page will be displayed.
⇒ **Click:** Outlook Image/Link

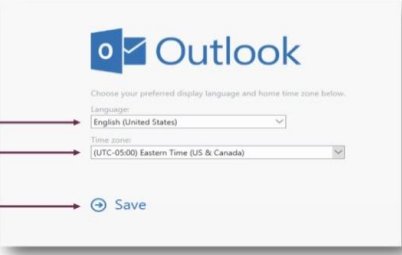You will be prompted to **Stay Signed In.**
⇒ **Click:** Yes
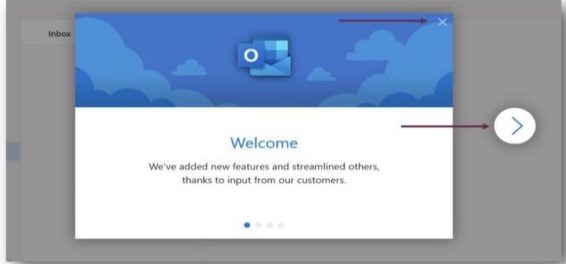
Step 3

Accessing Student Email in Office 365

The **Language** and **Time zone** screen will be displayed.

⇒ **Language:** English
⇒ **Time zone:** Eastern Time
⇒ **Click:** Save

Welcome screen will be displayed. There two options on the **Welcome** screen.

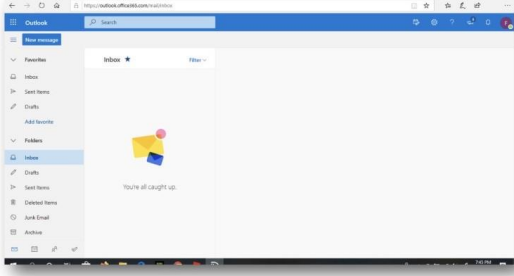⇒ **View** brief highlights about Outlook or **close** the screen

Step 4

Accessing Student Email in Office 365

The **Outlook Inbox** will be displayed.

For more information on how to use Office 365 Outlook visit: https://support.office.com/en-us/article/Outlook-training-8a5b816d-9052-4190-a5eb-494512343cca

Scroll down to: Outlook on the Web to view online tutorials