

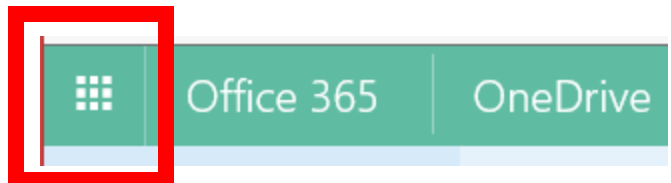
Accessing Student Email and Calendar

Students access their Outlook email and calendar through Office 365 web interface

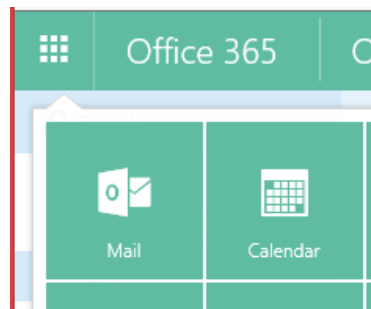
First - Log into 365

<http://login.microsoftonline.com>

Once logged into 365 to access the mail click on the icon (waffle) in the upper right hand corner*



Click on the Mail or Calendar tile*



*Colors of the menu bars/tiles may vary depending on the user enabled theme choice

Accessing on a Mobile Device

For service provider choose Exchange

The server address is outlook.office365.com