

Litchfield School District, SAU 27 www.litchfieldsd.org

Logging into Student Email

 Start by clicking on this link: <u>https://login.microsoftonline.com</u>. You will see the login screen below. Enter you username (<u>idoe12@litchfieldsd.org</u>) and your Litchfield school district password in the fields. Click "Sign in"

	Office 365
	Sign in with your organizational account
de an	someone@example.com
	Password
M. Stern Land	□ Keep me signed in
	Sign in Can't access your account?

2. On first login you will see the "Get started with Office 365" screen. Click on "Outlook".



3. You will then be asked to specify your language and time zone. Select English (United States) and Eastern Time. Then click save.

Outlook Web App
Choose your preferred display ranguage and home time zone below. Language: English (United States)
(OTC-05x00) Eastern Time (US & Canada) ▼

4. Finally, you will be brought to your inbox. From here you can send and receive email.

Office 365			
(+) new mail	search Mail and People		Q
0	all unread to me fl	agged	
«	INBOX	CONVERSATIONS BY DATE	~
∡ Favorites			
Inbox			
Sent Items			
Drafts			
✓ Test Student			
Inbox			
Drafts			
Sent Items			
Deleted Items			
Junk Email	$\left(\begin{array}{c} & \\ & - \end{array} \right)$ There are no items to show in this view.		
Notes			

Important Notes:

- Only CHS Seniors can send / receive email from outside the school district. All others are only able to send to teachers / other students.
- All email is archived for student and staff safety.