

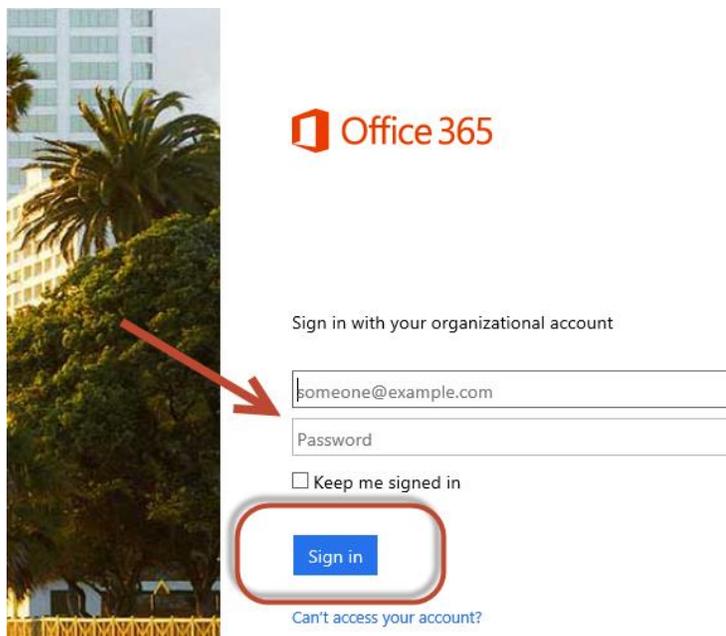


Litchfield School District, SAU 27

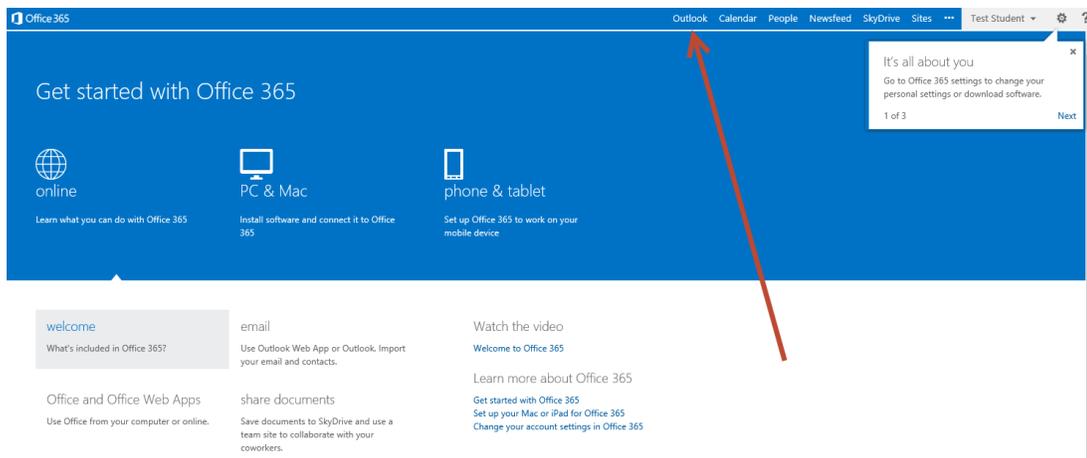
www.litchfieldsd.org

Logging into Student Email

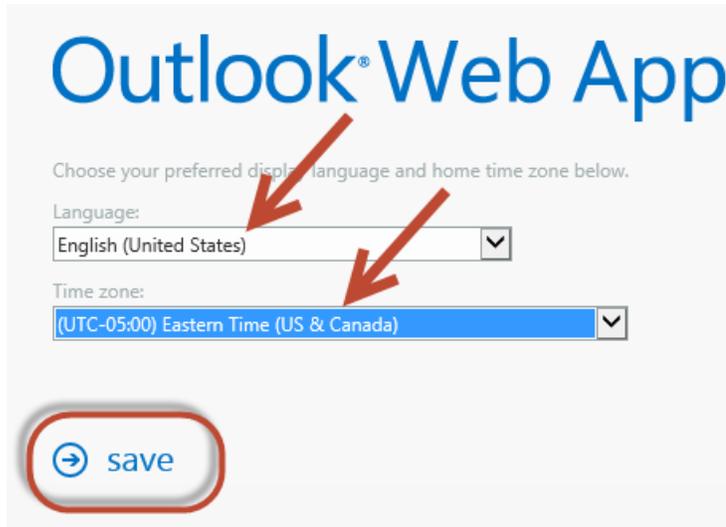
1. Start by clicking on this link: <https://login.microsoftonline.com>. You will see the login screen below. Enter your username (jdove12@litchfieldsd.org) and your Litchfield school district password in the fields. Click “Sign in”



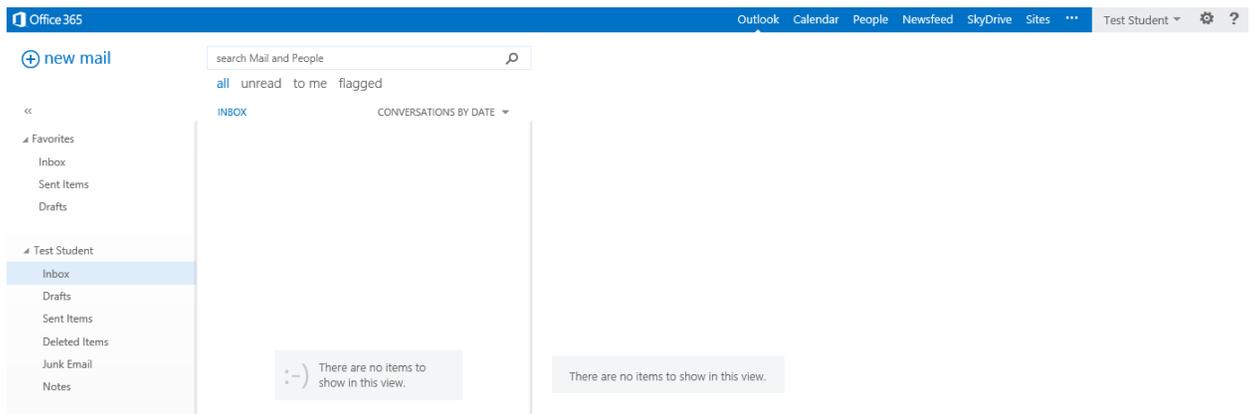
2. On first login you will see the “Get started with Office 365” screen. Click on “Outlook”.



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



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



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.