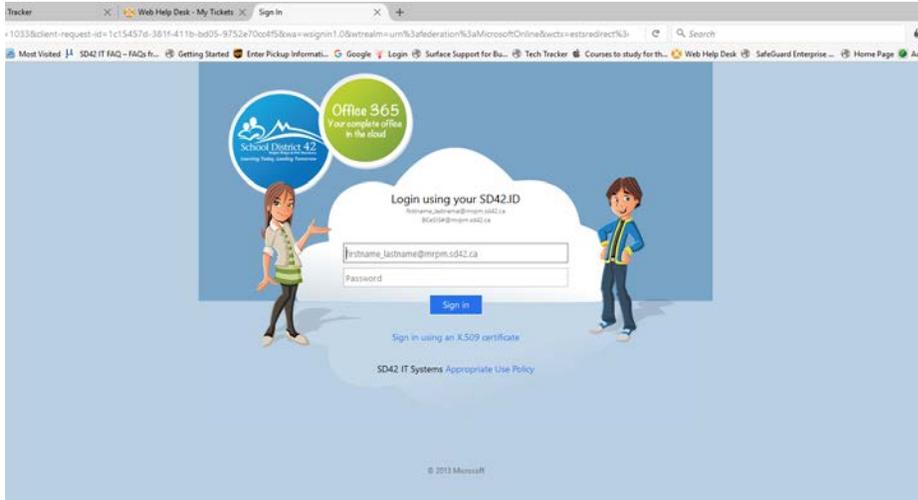


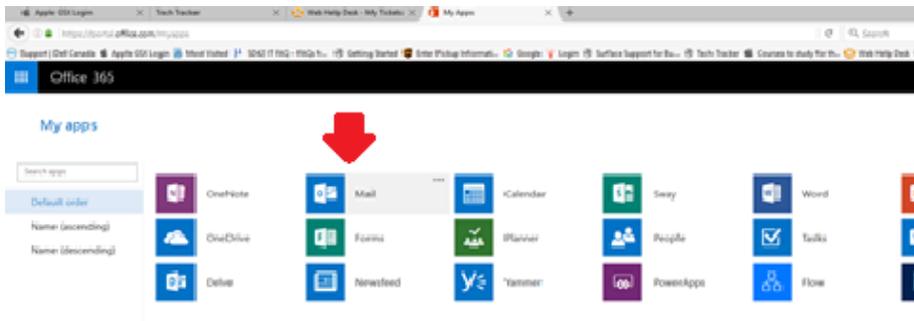
Setting up student email accounts

In a browser go to me.sd42.ca

This will take you to the School District's Office 365 sign in page.

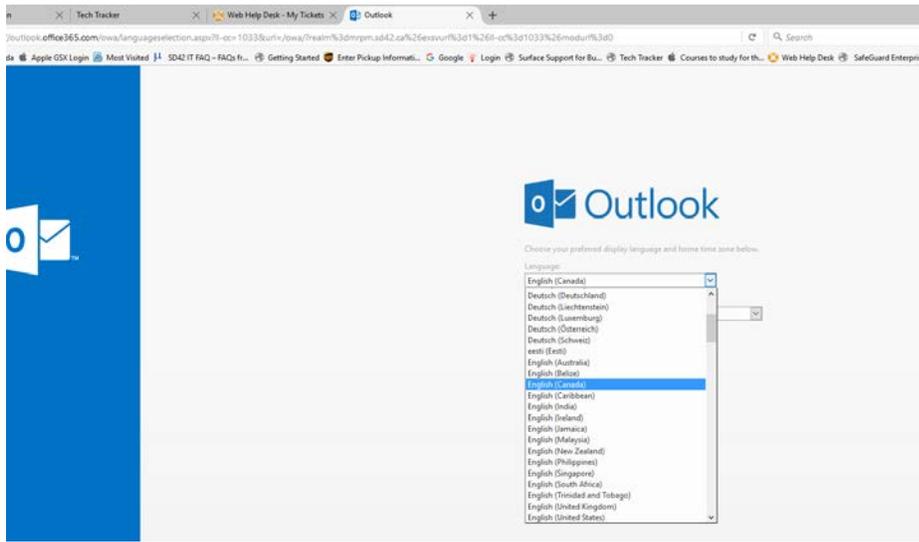


Sign in using Studentnumber@mrpm.sd42.ca format using your personal student number and password assigned to you.

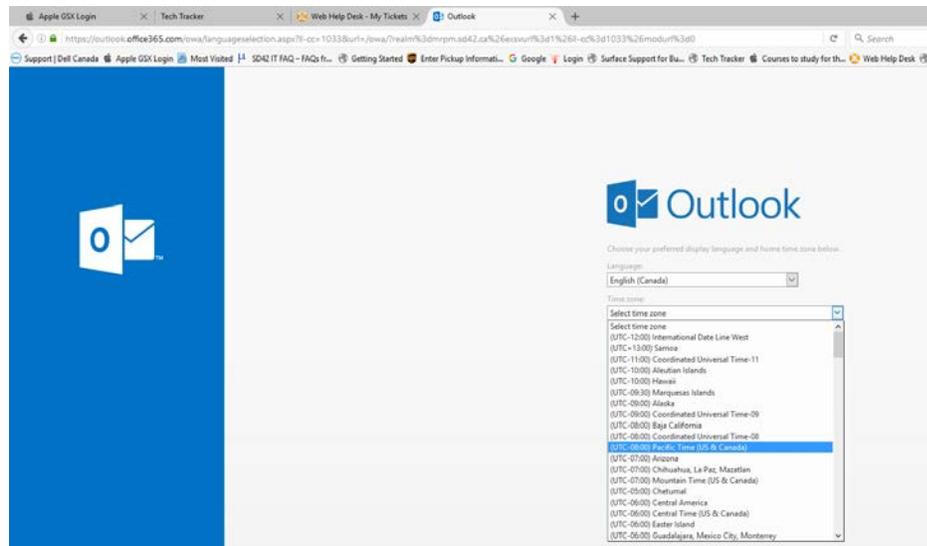


Click on the Mail icon.

This screen will come up:



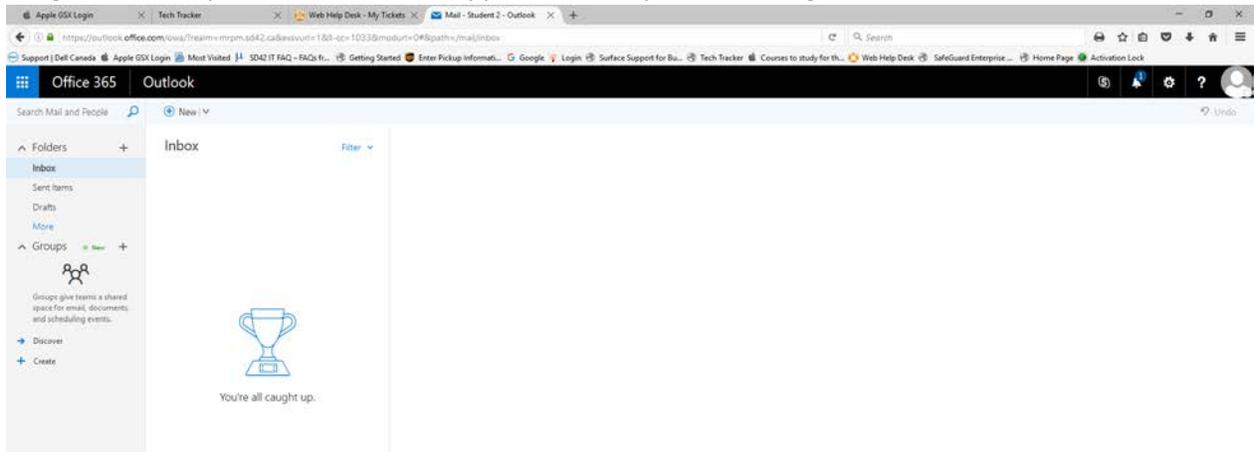
Set your preferred language. The following screen will come up:



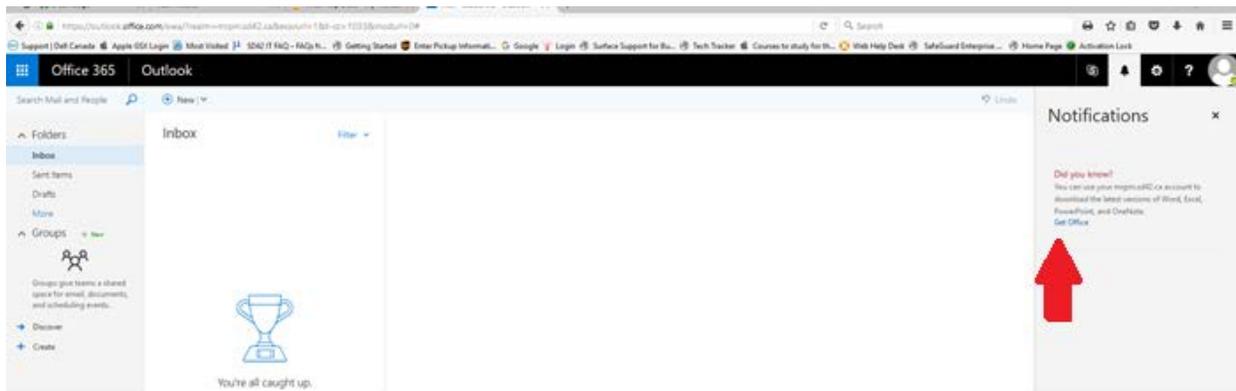
Select the correct time zone. Our local time zone is (Pacific Time (US & Canada))

Click on the save button.

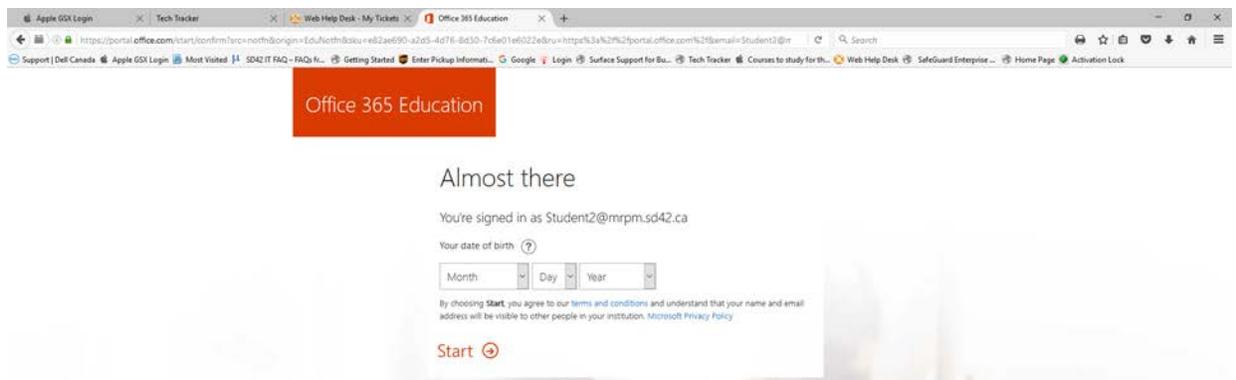
Congratulations, your Office 365 Mail app is now ready to start using.



Note: You will see a Notification under the bell in the top right hand corner.



Office 365, can be installed on your local computer. To install Office 365 on your local computer click on “Get Office” at the bottom of the Notification. The following screen will come up:



You're signed in as Studentnumber@mrpm.sd42.ca. Enter your birth date and click start. Office 365 Education will start installing on your local computer.