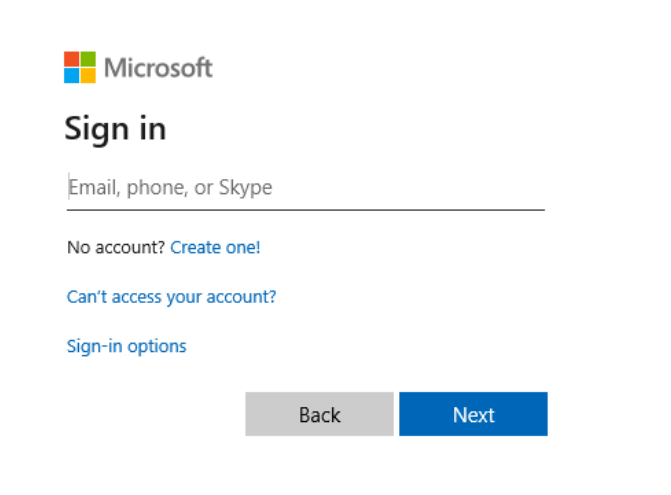
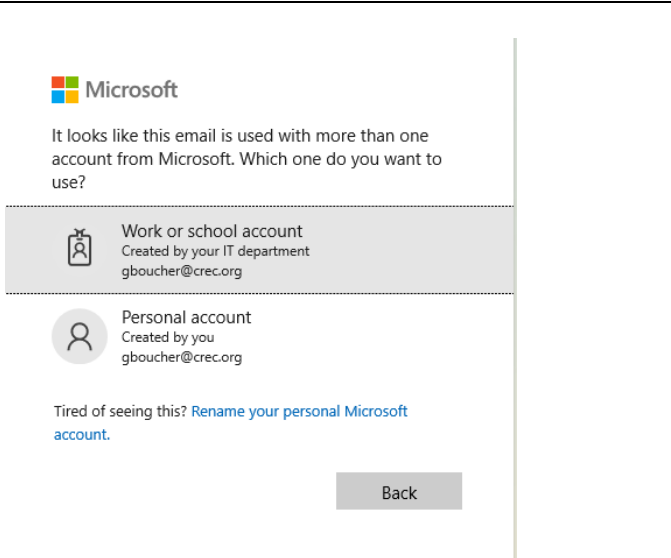


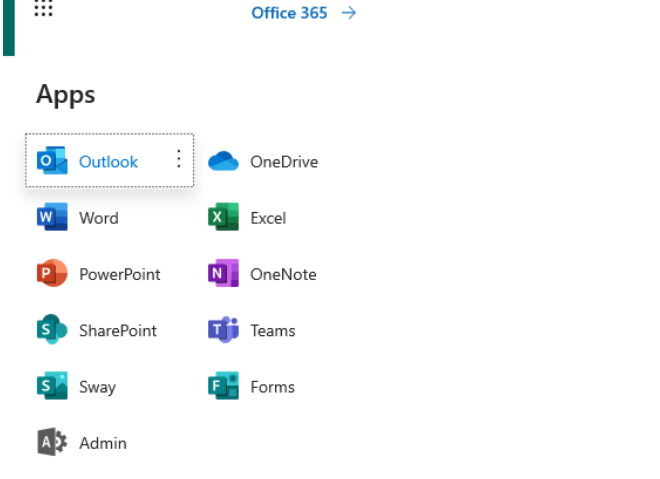


Checking Student E-Mails

<p>1.) Go to portal.office.com</p> <p>2.) Enter your login which is (First 3 letters of your first name Last Name @crec.org) Example: Greg Boucher is gre.boucher@crec.org</p>	 <p>The screenshot shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.</p>
<p>3.) If asked, select "Work or School Account"</p>	 <p>The screenshot shows a Microsoft account selection screen. At the top is the Microsoft logo. Below it is the text: "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two account options listed, each with a person icon and a grey background bar: "Work or school account" (Created by your IT department, gboucher@crec.org) and "Personal account" (Created by you, gboucher@crec.org). Below the options is a link: "Tired of seeing this? Rename your personal Microsoft account.". At the bottom right is a grey "Back" button.</p>

<p>4.) You will be redirected to the login page. Enter your username and password.</p> <p>Your password is ghaa+student ID</p> <p>Example: Student ID is 1234 password: ghaa1234</p>	 <p>Sign in with your organizational account</p> <input data-bbox="841 436 1295 478" type="text" value="gboucher@crec.org"/> <input data-bbox="841 487 1295 529" type="password" value="••••••••"/> <p>Sign in</p> <p>Sign in with a certificate</p> <p>Change password</p>
<p>5.) Once in, select the icon in the top left corner.</p>	
<p>6.) Select Outlook.</p>	 <p>Office 365 →</p> <p>Apps</p> <ul style="list-style-type: none"> Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway Forms Admin