

## **Accessing Student E-mail Account on a Computer**

1. Go to <http://login.microsoftonline.com>
2. Login with your student username with @mypolkschools.net (used to access FOCUS, log into computers, etc.)
  - a. Ex. [mickeym1@mypolkschools.net](mailto:mickeym1@mypolkschools.net)
3. Enter your password (same password as your FOCUS, computer login, etc.)
4. This will bring you to your Office365 Dashboard.
  - a. You can access all of the online Microsoft products as well as cloud storage with OneDrive.
5. Click on "Outlook".
6. This will bring you to your online e-mail inbox.

## **Adding Student E-mail Accounts on a phone**

1. Go to your e-mail account settings on your cell phone.
2. Select "Add New Account"
3. When given the list of e-mail providers, select "Exchange"
4. Enter your username/email address as your student username @mypolkschools.net
  - a. Ex. [mickeym1@mypolkschools.net](mailto:mickeym1@mypolkschools.net)
5. Enter your password
6. The mailbox may prompt you to log in again, if it does, go ahead and proceed.
7. The mailbox should then auto configure your mailbox.
8. This will add your school e-mail to your phone's default e-mail app.

## **Adding Student E-mail Account with the Outlook App**

1. Go to your phone's App store and download the "Outlook" app.
2. Open the app and login with your student username with @mypolkschools.net (used to access FOCUS, log into computers, etc.)
  - a. Ex. [mickeym1@mypolkschools.net](mailto:mickeym1@mypolkschools.net)
3. Enter your password (same password as your FOCUS, computer login, etc.)
4. This should now save your school e-mail app to your phone.