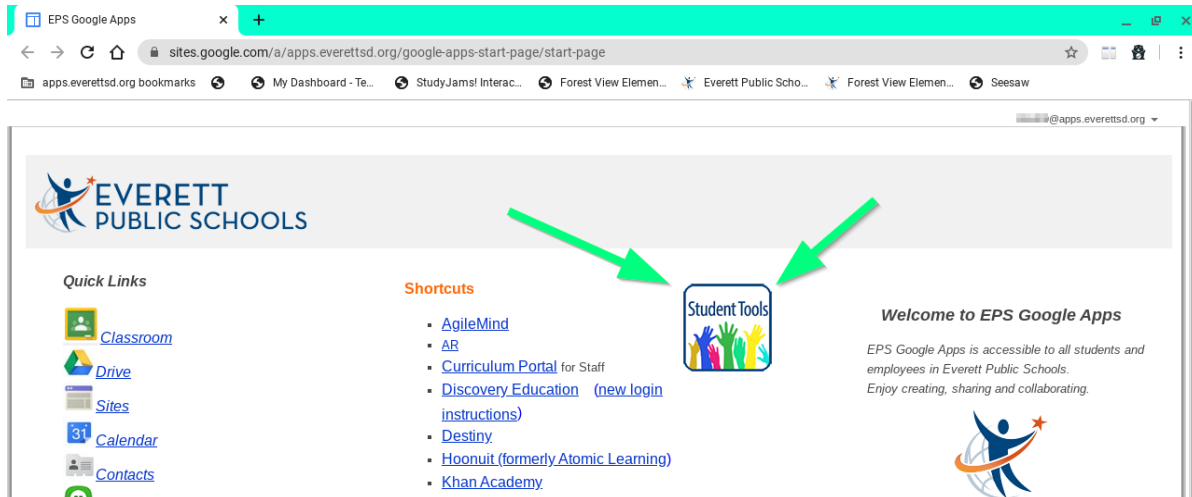# How to Login to your Student Email Account

1a. IF USING A DISTRICT-OWNED CHROMEBOOK: After logging in to your student device, open Google Chrome. The below page should load automatically. Click on the **Student Tools** tile.

1b. IF USING A PERSONAL DEVICE: open a web browser and go to www.everettsd.org, hover over the **Students** tab, and then "click Student Tools" on the left menu.
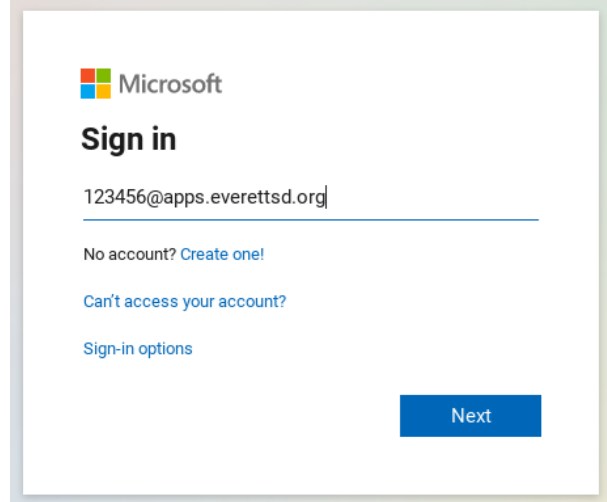

2. On the Student Tools page, scroll down and click on the **Office365** Tile.
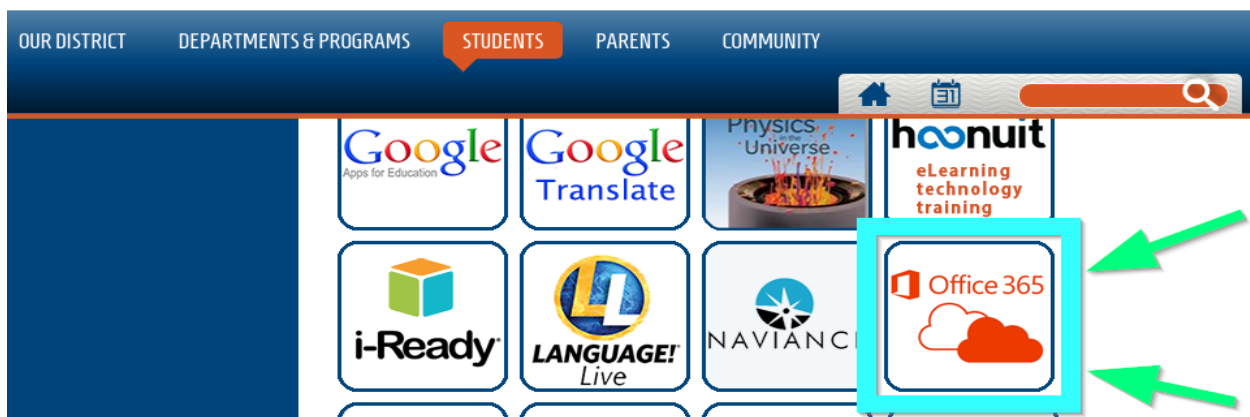
3. The next screen will ask for your Microsoft account. Enter in your Student ID Number @apps.everettsd.org, then click Next.

Be sure you include "@apps.everettsd.org"
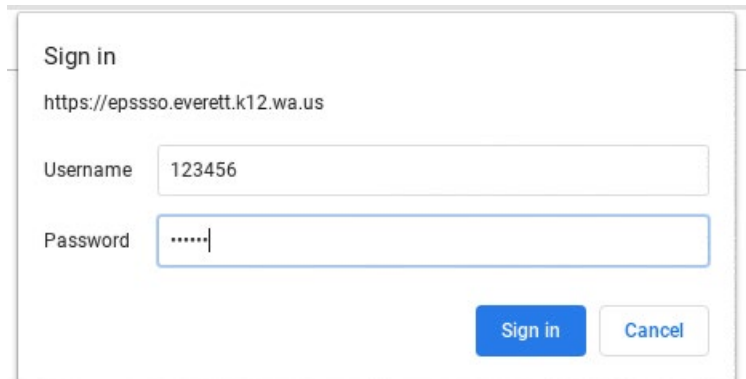
4. Next, you will be asked to Sign In with your student ID Number AND PW. Then, click the **Sign in** button. This will sign you into Office 365.
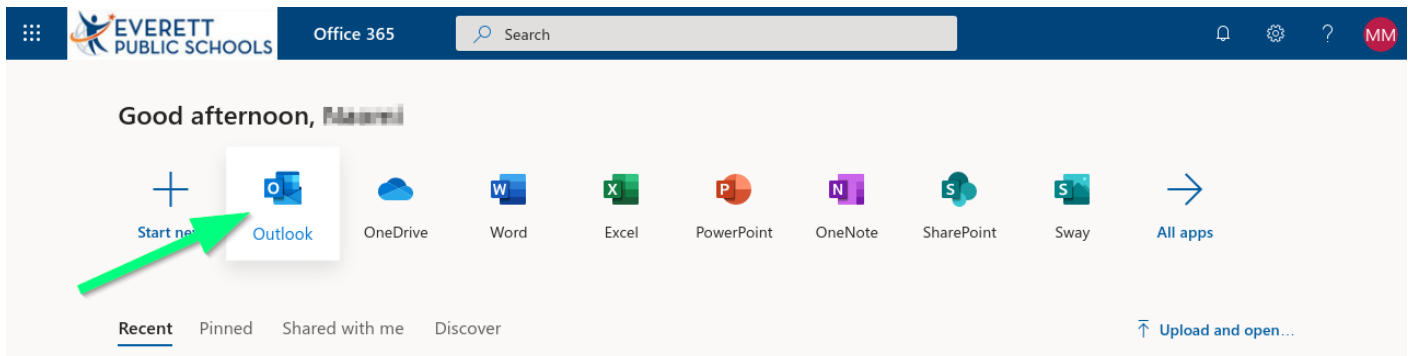
5. You are now logged in to Office 365. To get to your email, click the **Outlook** tile.

6. This opens your email inbox. To find out what your email account is, type your first and last name into the Outlook Search box. The format will be similar to MMouse@stu.everettsd.org.
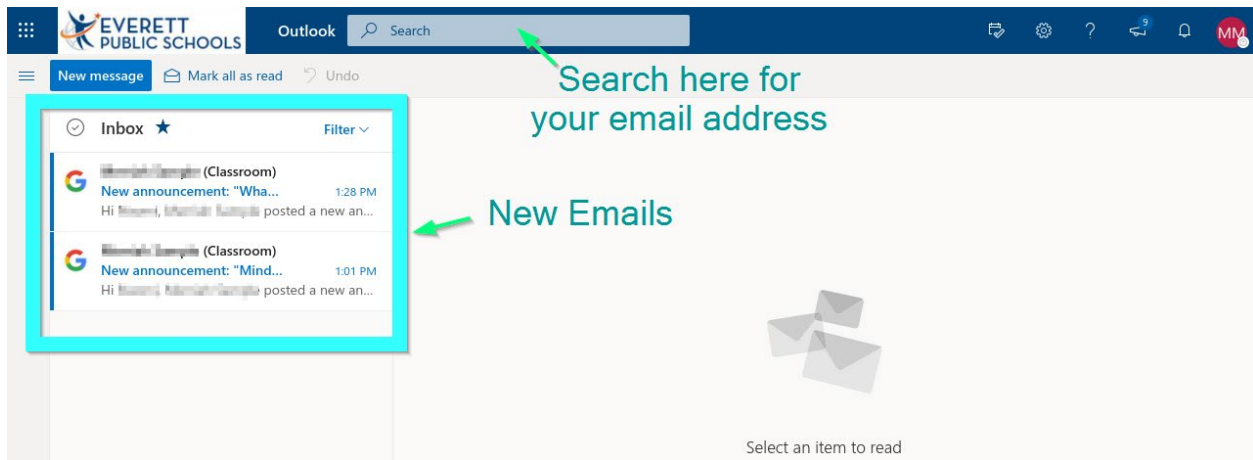
Notes about Elementary Email Accounts:

1. Elementary email accounts cannot send emails. It may look like it sends, but it will not actually be delivered.
2. Elementary email accounts only receive emails from Everett Public Schools staff (staffname@everettsd.org), Google Classroom, and Canvas.