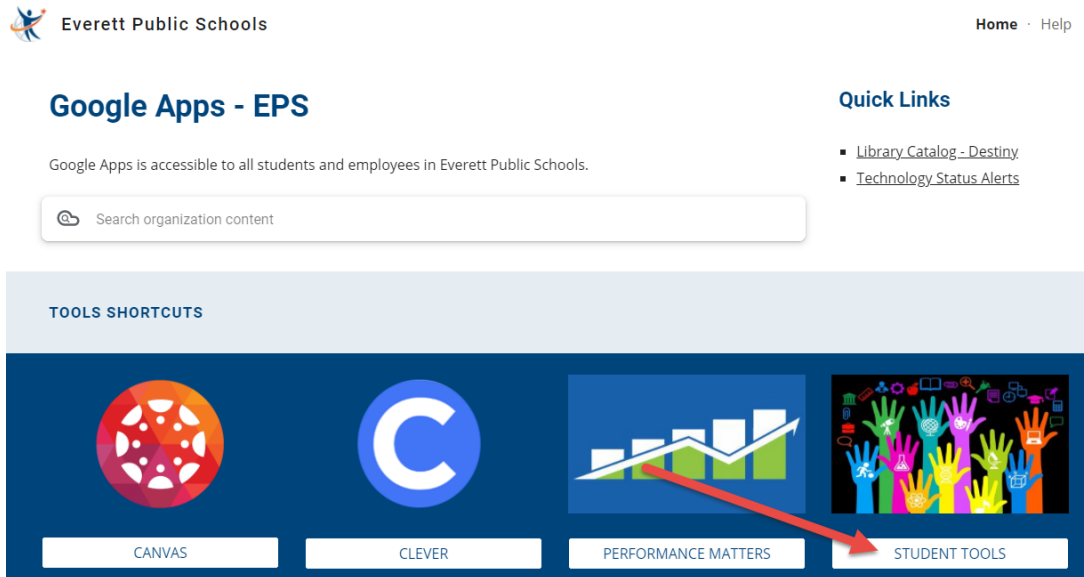
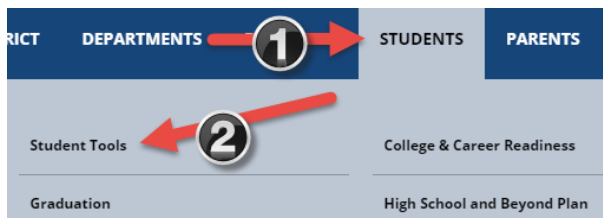


## How to Login to your Student Email Account

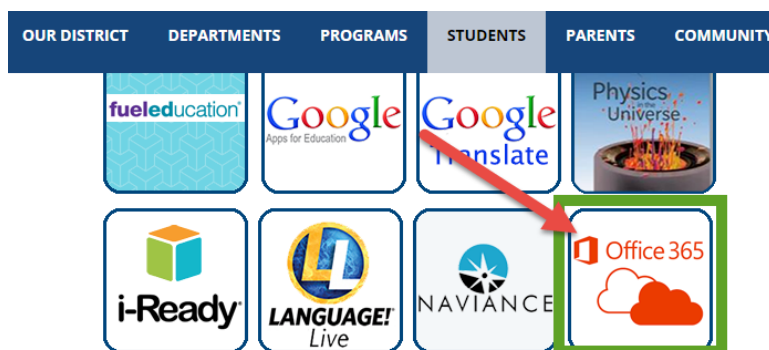
1a. **IF USING A DISTRICT-OWNED CHROMEBOOK:** After logging in to your student device, open Google Chrome. The below page should load automatically. Click on the **Student Tools** tile.



1b. **IF USING A PERSONAL DEVICE:** open a web browser and go to [www.everettsd.org](http://www.everettsd.org), hover over the **Students** tab, and then “click Student Tools” on the left menu.

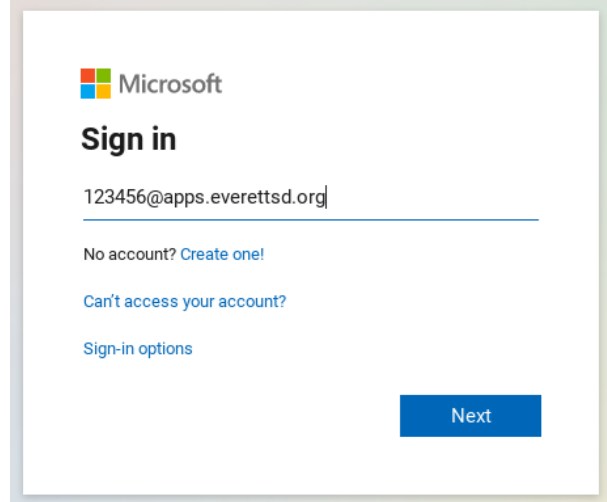


2. On the Student Tools page, scroll down and click on the **Office 365** Tile.



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”**

A Microsoft sign-in window. At the top is the Microsoft logo. Below it is the text "Sign in". A text input field contains "123456@apps.everettsd.org". Below the field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". A blue "Next" button is at the bottom right.

Microsoft

### Sign in

123456@apps.everettsd.org

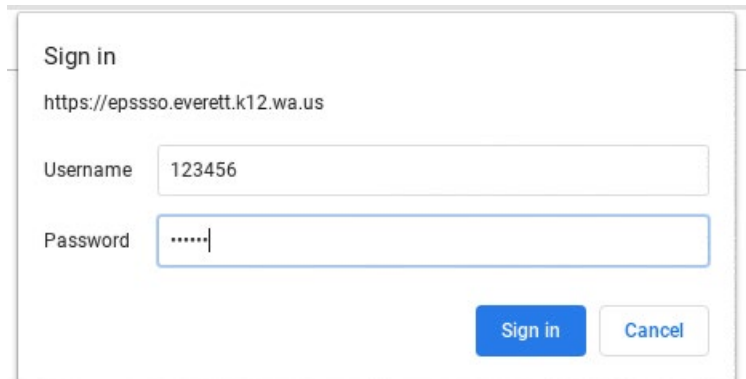
No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

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.

A "Sign in" dialog box. The title is "Sign in". Below it is the URL "https://epssso.everett.k12.wa.us". There are two input fields: "Username" with "123456" and "Password" with ".....". At the bottom right are two buttons: "Sign in" (blue) and "Cancel" (white with blue border).

Sign in

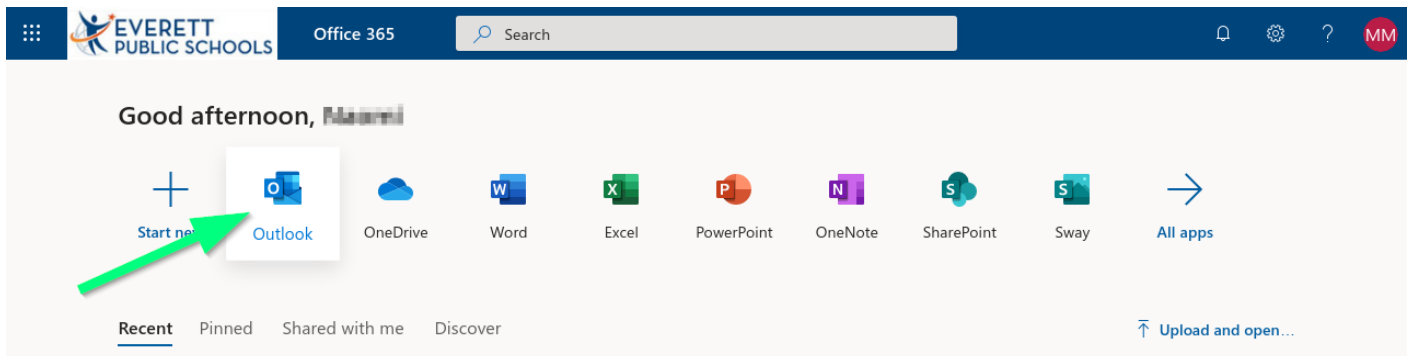
https://epssso.everett.k12.wa.us

Username 123456

Password .....

Sign in Cancel

5. You are now logged in to Office 365. To get to your email, click the **Outlook** tile.

The Office 365 dashboard. The top bar is dark blue with the "EVERETT PUBLIC SCHOOLS" logo, "Office 365" text, a search bar, and notification, settings, and help icons. Below the bar, it says "Good afternoon, [Name]". A row of app tiles includes "Start new" (plus icon), "Outlook" (blue envelope icon, highlighted with a green arrow), "OneDrive", "Word", "Excel", "PowerPoint", "OneNote", "SharePoint", "Sway", and "All apps" (arrow icon). At the bottom, there are tabs for "Recent", "Pinned", "Shared with me", and "Discover", along with an "Upload and open..." link.

EVERETT PUBLIC SCHOOLS

Office 365

Search

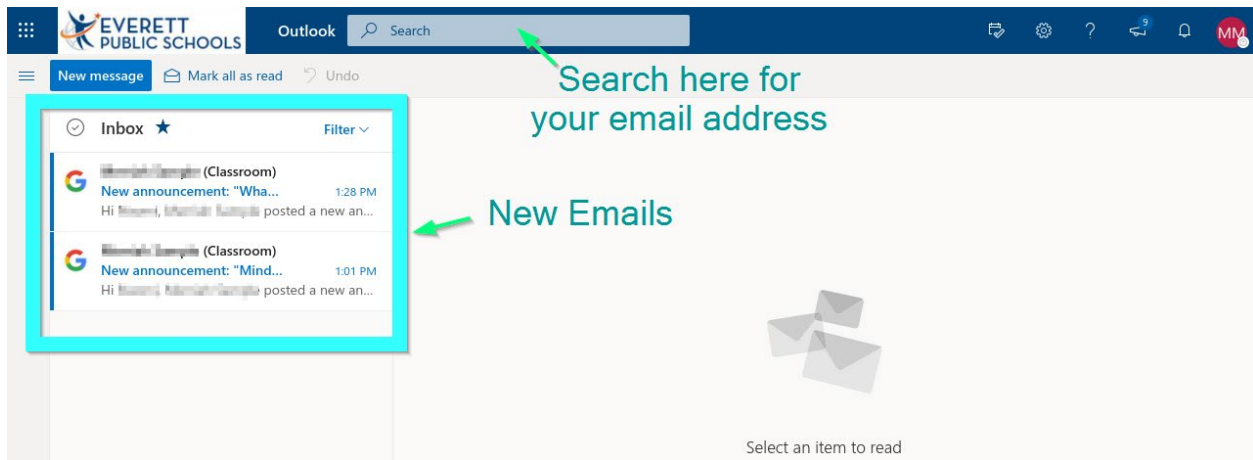
Good afternoon, [Name]

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Sway All apps

Recent Pinned Shared with me Discover

Upload and open...

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](mailto: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), and a very limited number of approved external senders (including Google Classroom, Canvas, and Final Forms).