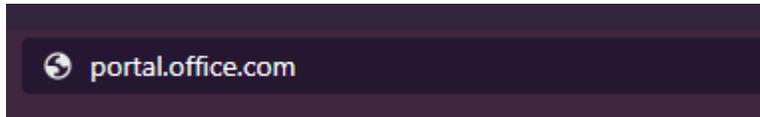


Contents

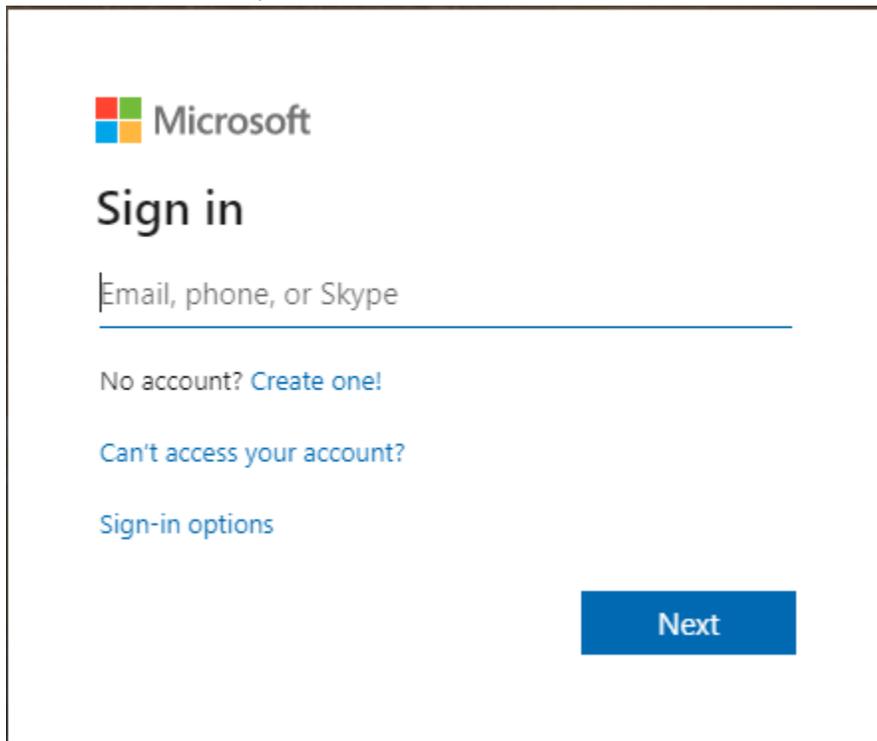
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How do I check my email?

- 1.) Go to <https://portal.office.com> in a web browser.



- 2.) Please enter your Great Plains email address and click **Next**.



- 3.) After clicking **Next**, you'll be redirected to a new page to put in your password. We recommend verifying that the address bar starts with fs.greatplains.edu prior to typing in your password. Once you've confirmed the web address, and typed in your password, please hit **Sign in**.

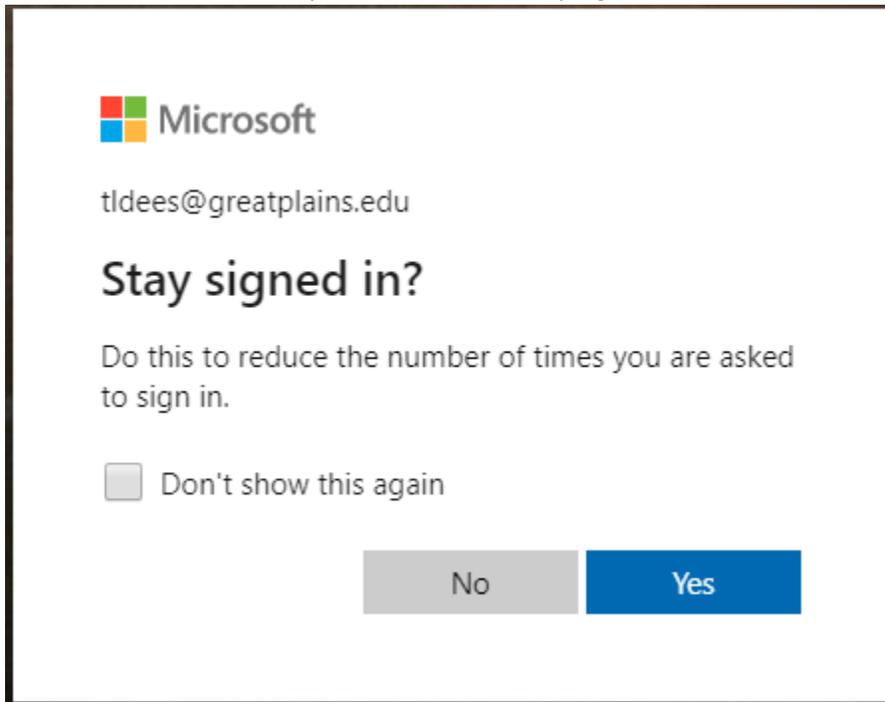
fs.greatplains.edu/adfs/ls/?client-request-id=

Great Plains Technology Center

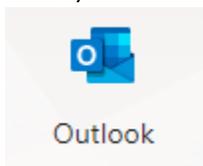
Sign in

Sign in

4.) You'll be asked if you would like to Stay signed in? Click **Yes**



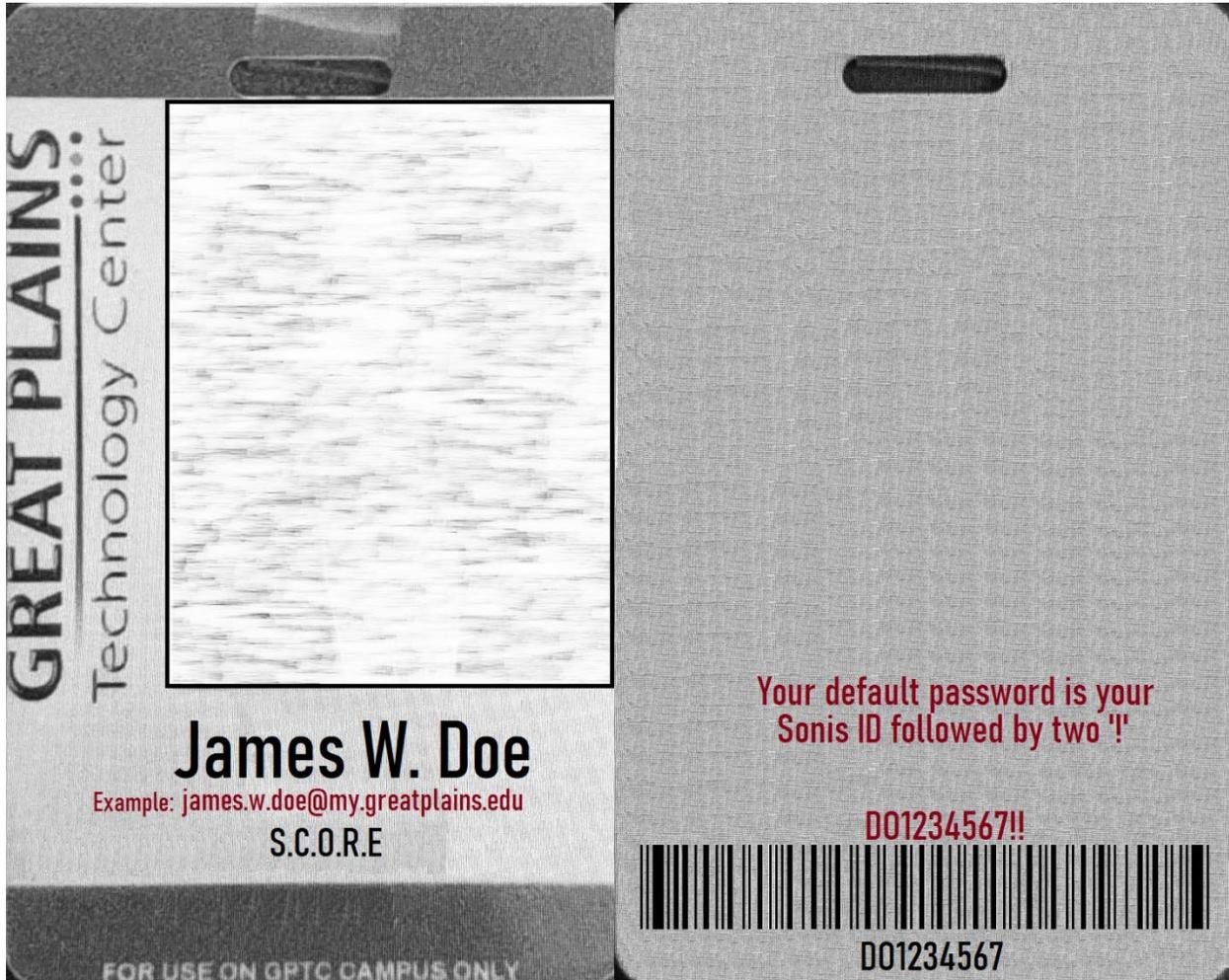
5.) Next click on **Outlook** to check your email.



What is my email address?

We have different email formats depending on if you have a middle name or not. Below are a few examples of the different email formats:

Example of a Student with a Middle Name

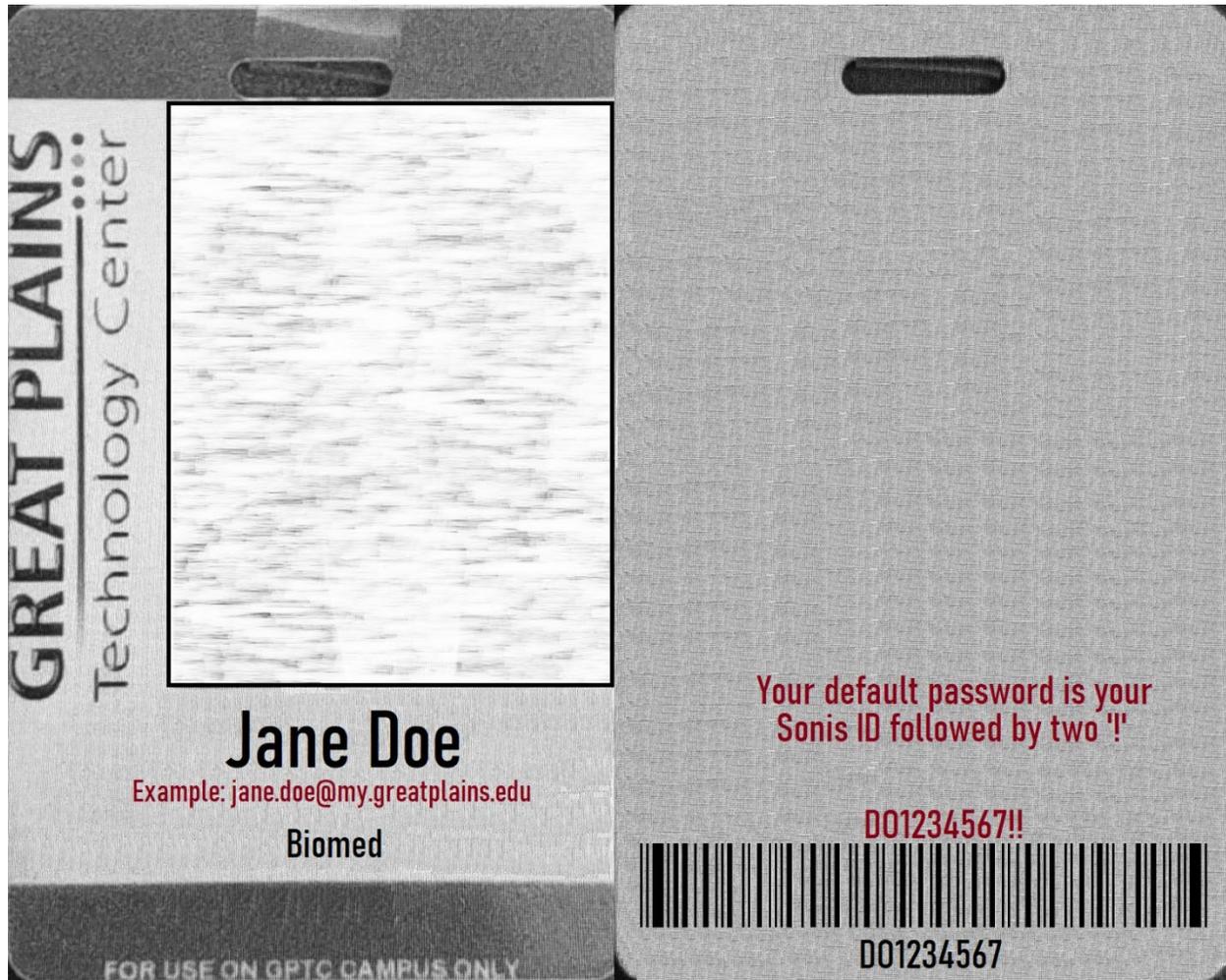


If your name is James William Doe, then your email will look like the following:

- john.w.doe@my.greatplains.edu

Note: If this doesn't work, please try dropping the middle initial as shown next.

Example of a Student Without a Middle Name



If your name is Jane Doe with no middle name, then your email will look like the following:

- jane.doe@my.greatplains.edu

If neither of the above works for you, then please ask your instructor to email helpdesk with your Sonis ID.

What is my password?

Your password by default is your Sonis ID followed two exclamation marks. From time to time you'll be asked to change your password. If your password isn't the default, please ask your instructor to email helpdesk with your Sonis ID.