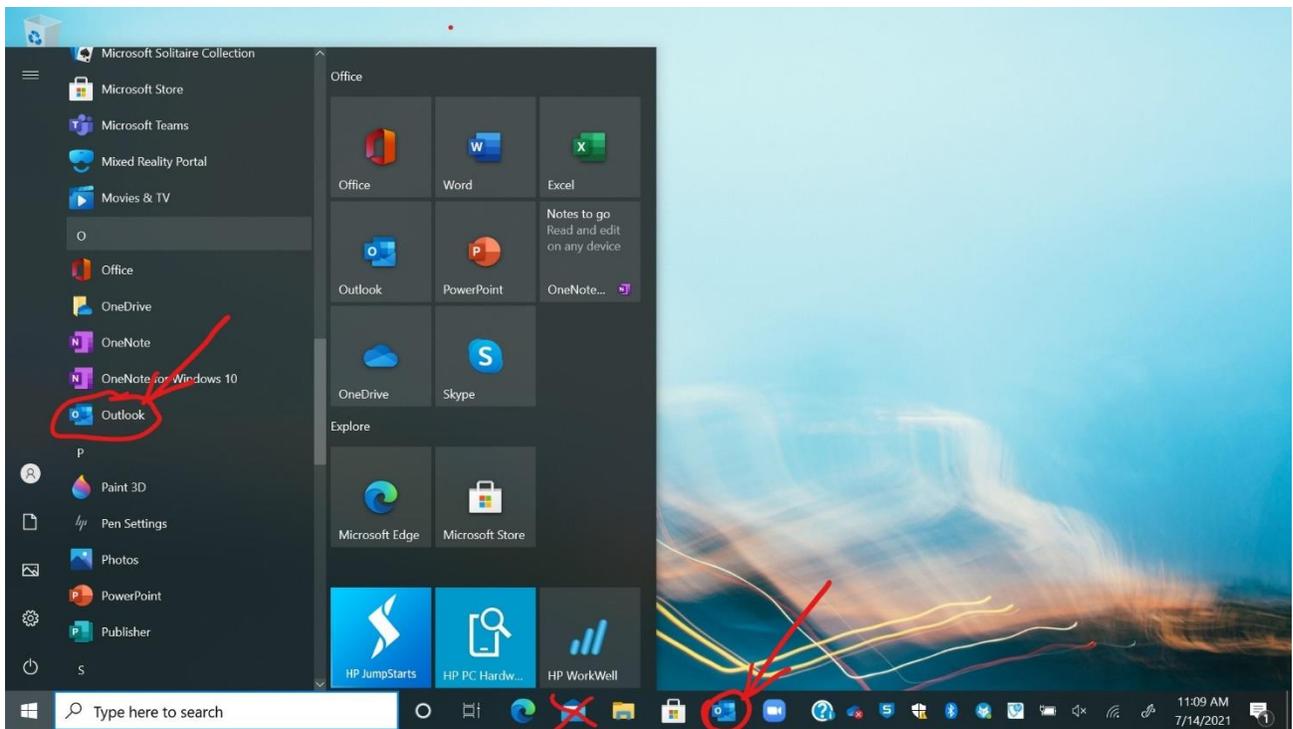


## *Saint John's Catholic Prep*

### *Instructions for accessing school email*

Your school email address will look the same as the email address you use to sign into Google Classroom. However, to sign into your school email, you must use Outlook which is already set up on your school computer. Outlook is accessible in two ways. You may go to the Windows start button and in the list of programs scroll down to Outlook (circled on the left side of the image below) or click on the Outlook button that is set up in the Task Manager at the bottom center of your screen (also circled on the image).



Outlook will begin to open your school email. It may ask for your password but not usually since you have already logged on to your computer. If you have any difficulty with your school email, please contact Mr. J, [jjancuk@saintjohnsprep.org](mailto:jjancuk@saintjohnsprep.org)