



# How to Access your D11 School Email

## Get online



Open up a browser (*Chrome or Edge is best*)

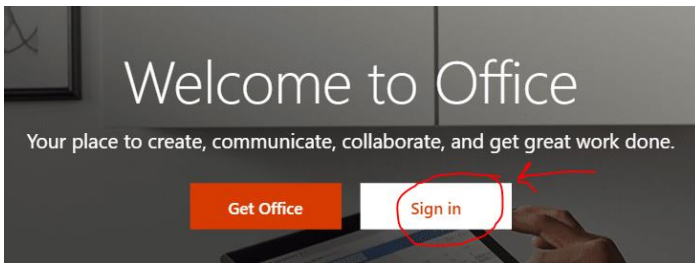
## Go to Microsoft Office



**Office** In the URL bar, type in [office.com](https://office.com)

## Log In to your D11 Office Account

Log in with your D11 username and network password.



Your username is your D11 email (first.lastname@d11.org). Your password is the same one you use to log on to school computers.

## Go to Outlook Email



Look for the Outlook icon and click on it. This is your D11 email. You are all set to access your email now. A good idea is downloading the Outlook app on your phone as well. Go to the app store, install, log in with your same D11 username/password.