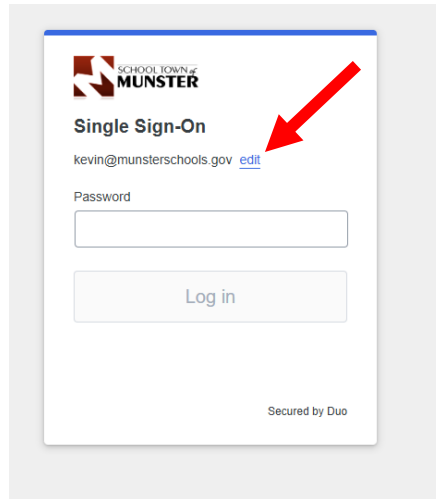


To access your new email account:

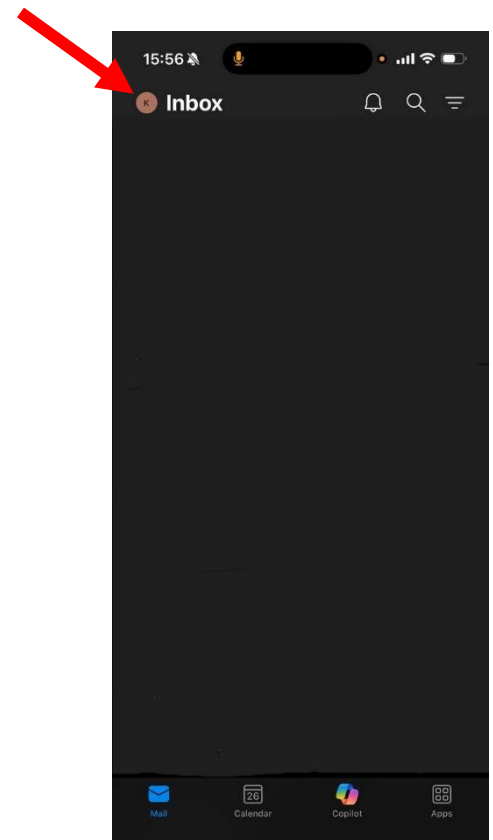


Option 1: You can access through the web at <https://mail.munsterschools.gov>.

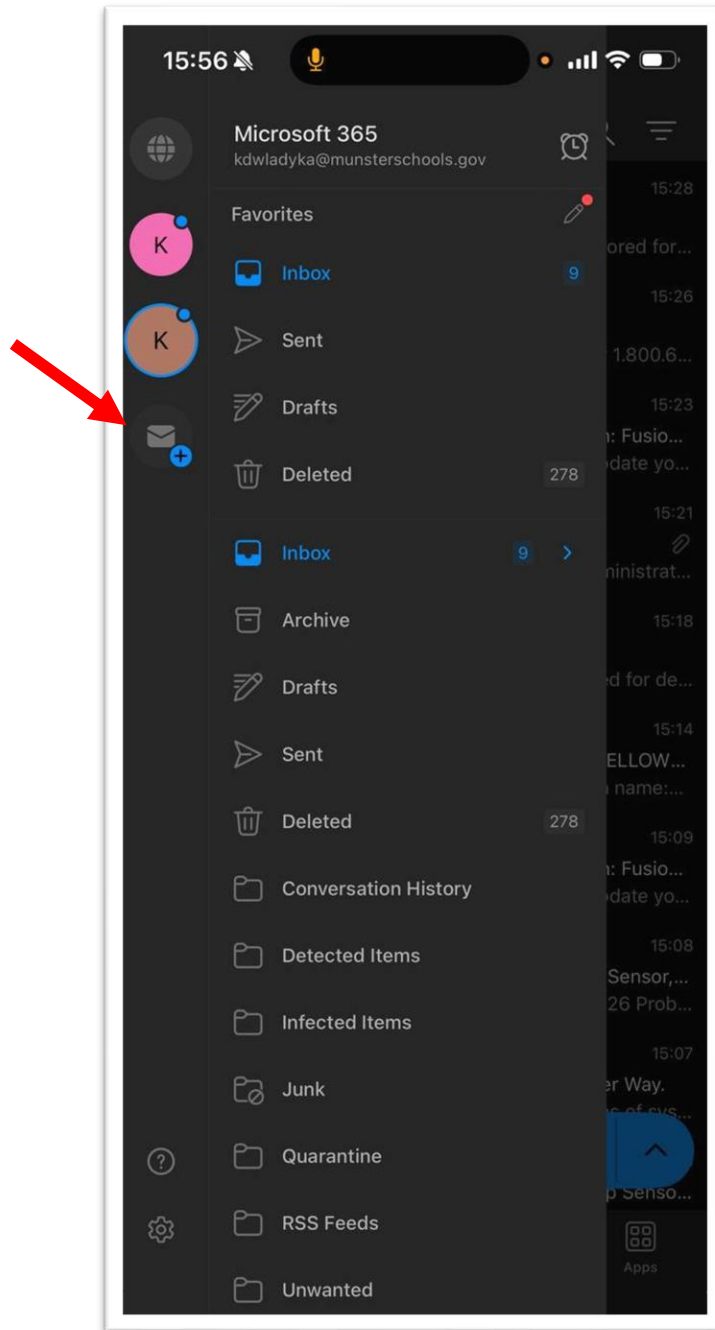
- When you login, you may see a Duo prompt - as shown below. Please make sure you double check that the username is correct - as shown below. (It should be username@munsterschools.gov) If it is still showing @munster.us, please click the edit button to switch to the correct one.



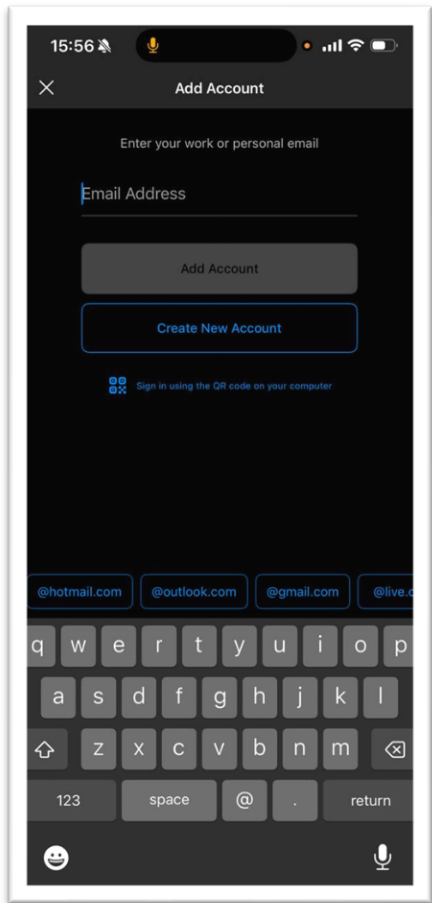
- If you use the Outlook application on your phone, you can start by tapping on your initial at the top left of your screen.



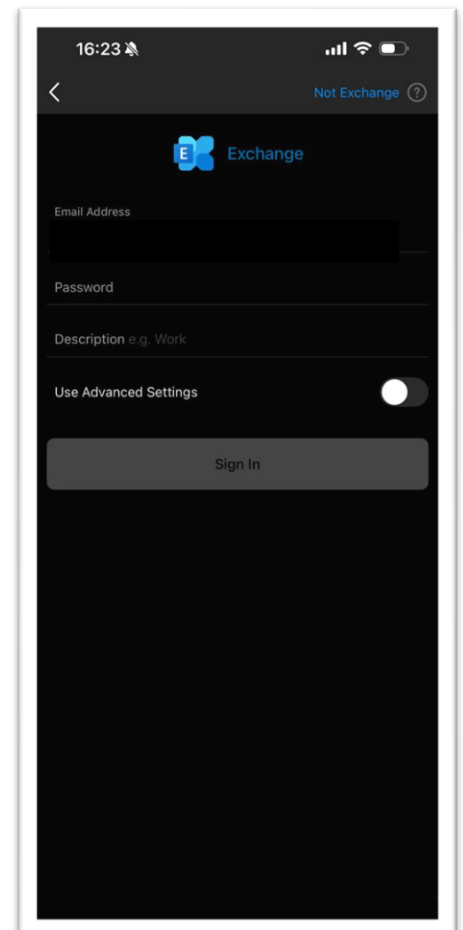
- Next, tap on **ADD ACCOUNT**.



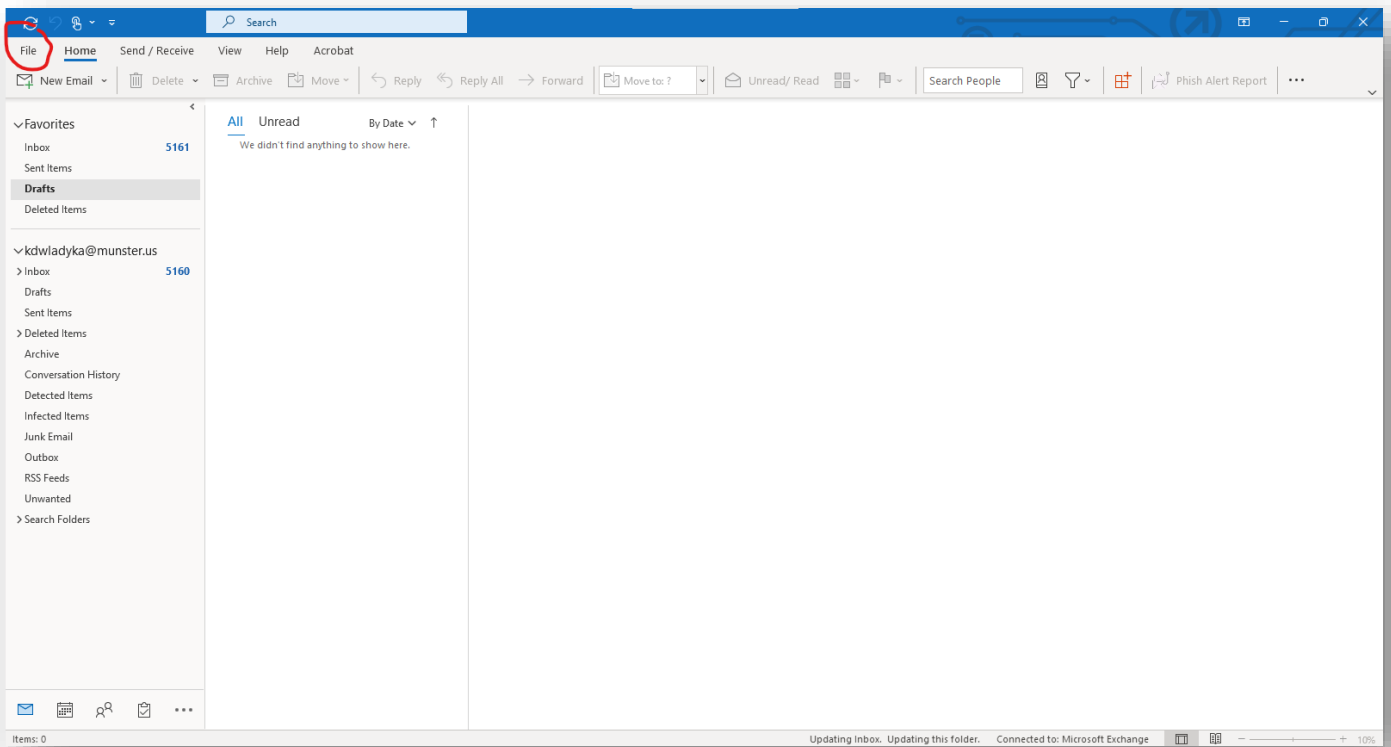
- Type in your NEW email address (username@munsterschools.gov) and tap on add account.



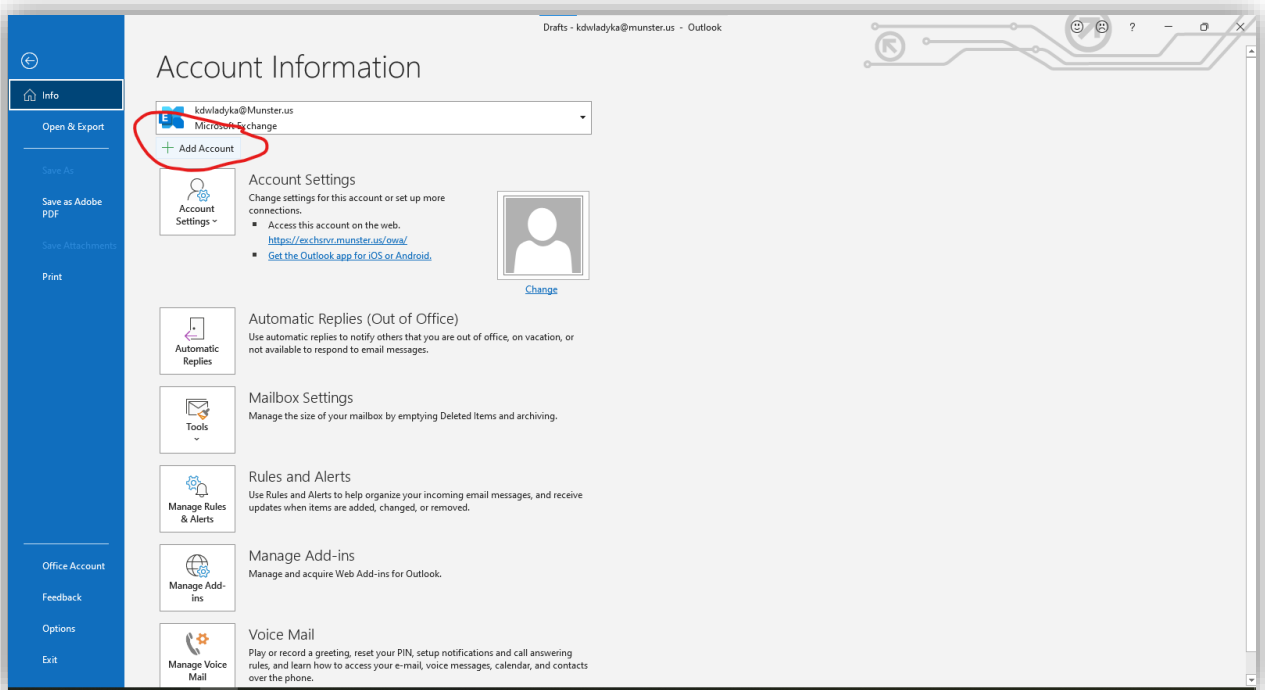
- Lastly, type in your password and tap on SIGN IN. You may receive a DUO push notification if you are off premises.



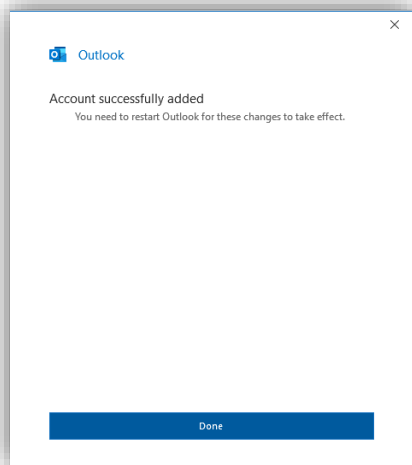
Option 2: Access your Outlook Client on your desktop or laptop, click on FILE in the upper left corner of the screen.



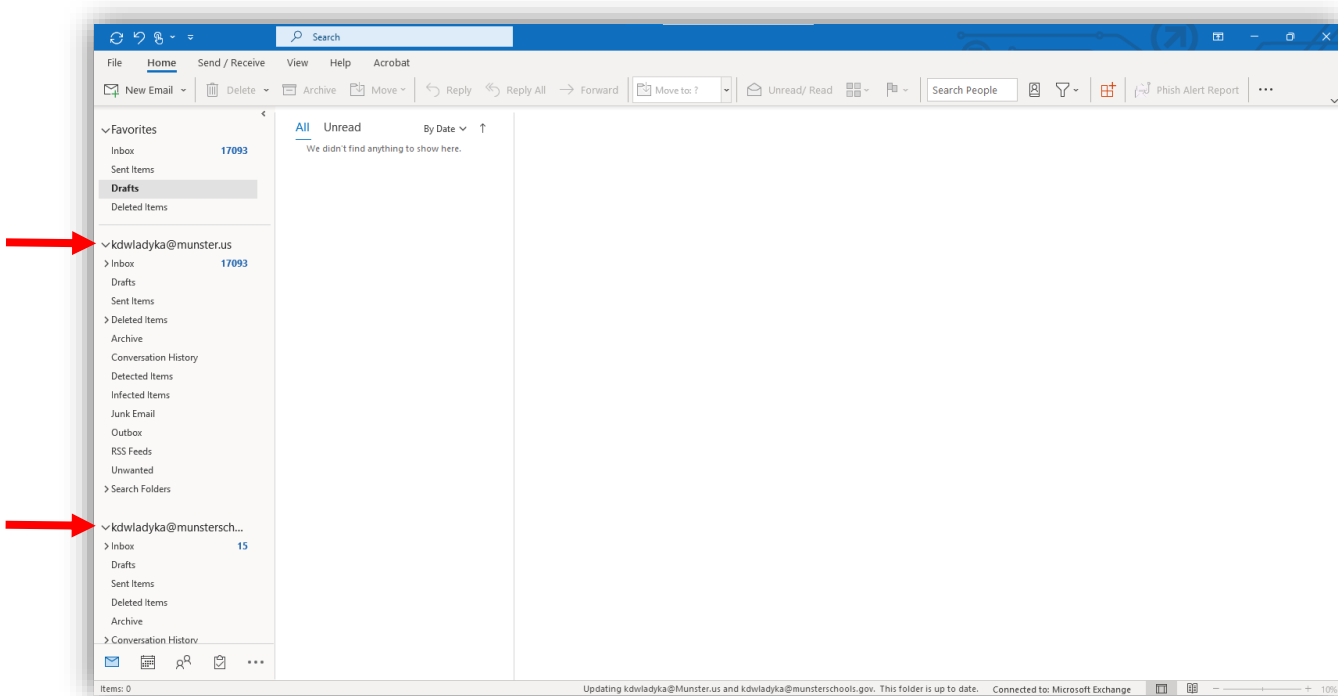
- Then click on ADD ACCOUNT.



- Type in your NEW email address - username@munsterschools.gov and you will be redirected to a DUO sign-in box where you will type in your username and password. Upon successfully entering your credentials, you will see the pop-up window below. Please close out of the Outlook Client and re-open it.



- When you re-open your Outlook Client, you will see both accounts added on the left side of the client screen.



If you have any issues, please reach out to the STM Technology Team at support@munsterschools.gov.