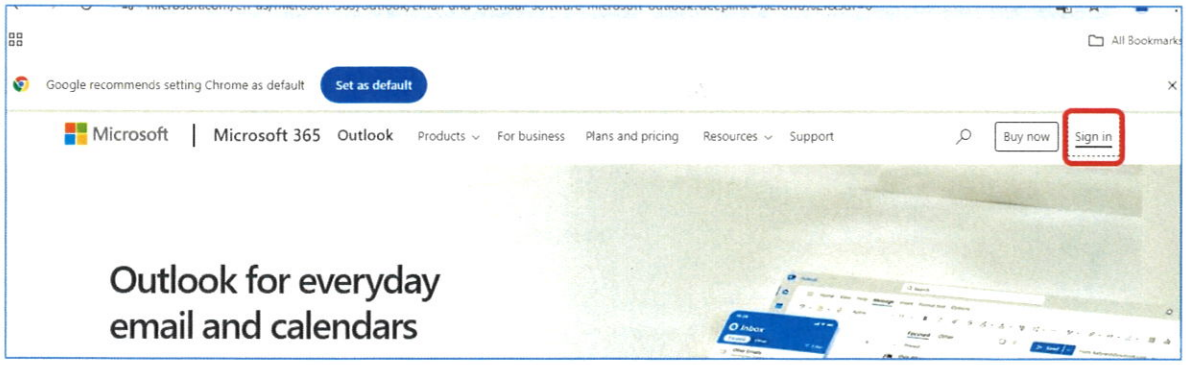
Accessing Student Email Tip Sheet

This is the process for students to access their Issaquah School District Email via Outlook

Path: outlook.com

1. In your internet browser of choice, type the url: www.outlook.com

2. The Microsoft Office 365 page will appear. Press **Sign In,** located on the top right of the page.



3. Enter your student e-mail address: First 4 letters of your last name, first 3 letters of your first name, graduating year, (student username)@issaquah.wednet.edu, then press **next.**

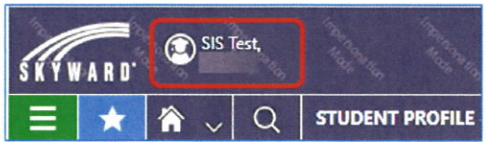
   Ex. Test Name, Grad Yr 1876

   - Student Username: NameTes76
   - Email: NameTes76@issaquah.wednet.edu

   If you have any questions about what your student email is; please reach out to the school's registrar.

4. Enter your student's password. The student password is their Student Number. If you do not know what your student's Student Number is, you are able to find this on Family Access.

   a. Log-in to Family Access and select your student



   b. Select the ***Student Profile*** tile
   c. Under student information you will see your student's '***Student Number***'

