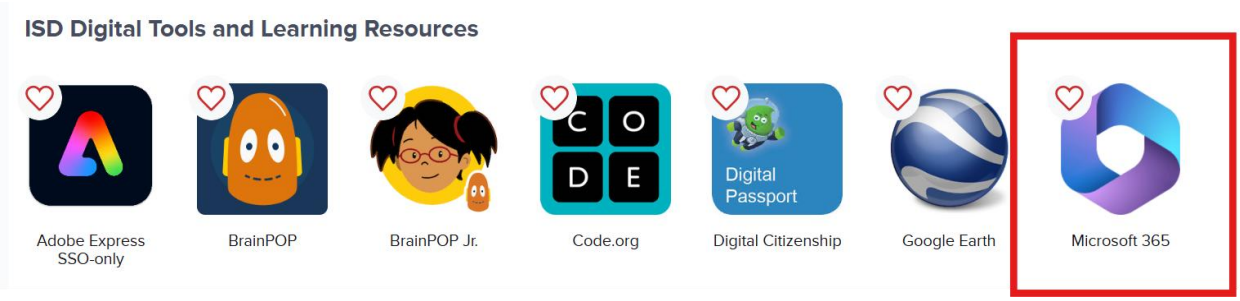
Accessing Outlook via Clever

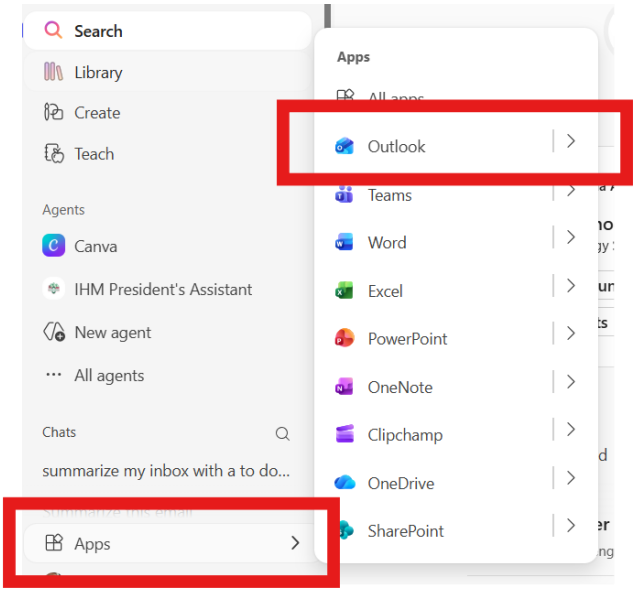
1. Log into your Clever account
2. Select the Microsoft 365 app, either on your teacher's page or on the ISD Digital Tools page:



3. You may be prompted to enter your Microsoft credentials. These are:

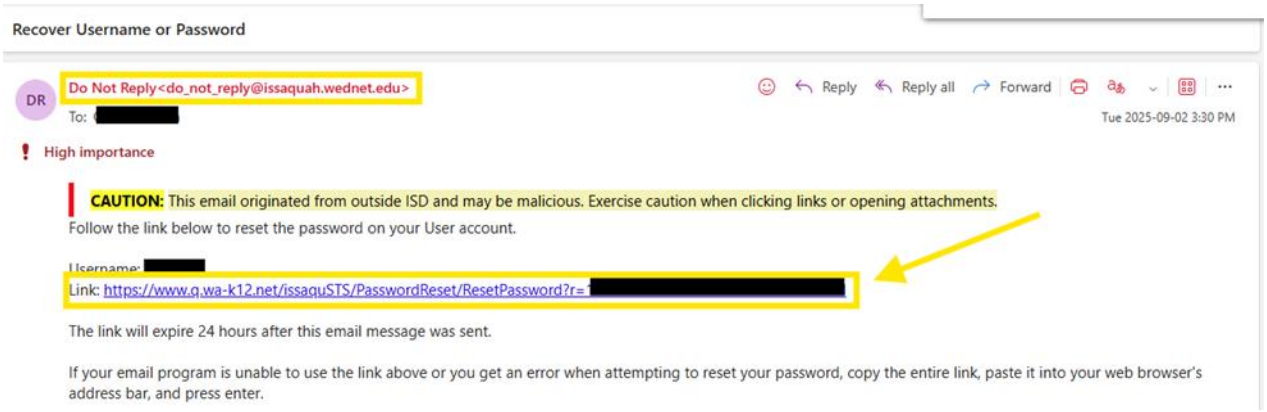
- Username: your Clever username + @issaquah.wednet.edu (e.g. smitjan33@issaquah.wednet.edu)
- Password: your Clever password

4. On the left-side toolbar, select Apps, then Outlook:



Student Access Password Reset Link

1. Sent to your school email address – usually arrives in 3-5 minutes.
2. Waiting for more than 5 minutes? Search inbox for:
    a. Sender - do.not.reply@issaquah.wednet.edu OR
    b. Subject - Forgotten Login/Password Assistance OR Recover Username or Password
3. Email received - scroll down until you see the link to reset your account.



4. New window pops up to change your password – Forgotten Login/Password Assistance.