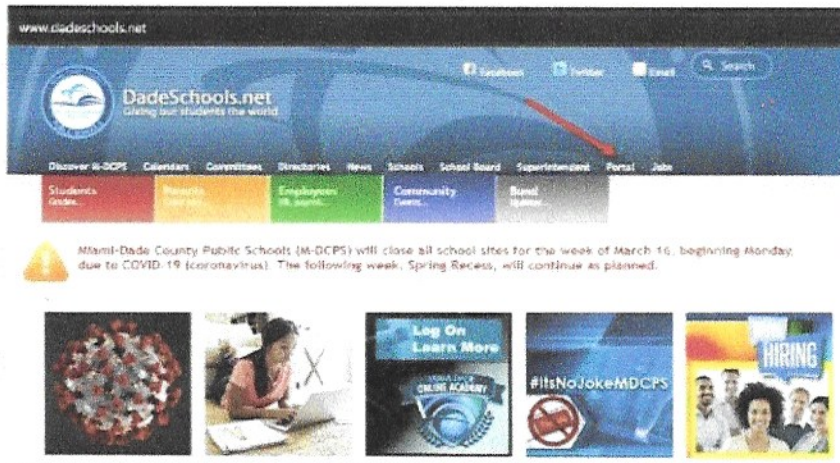


⇒ **Go to:** [www.dadeschools.net](http://www.dadeschools.net)

⇒ **Click on:** Portal

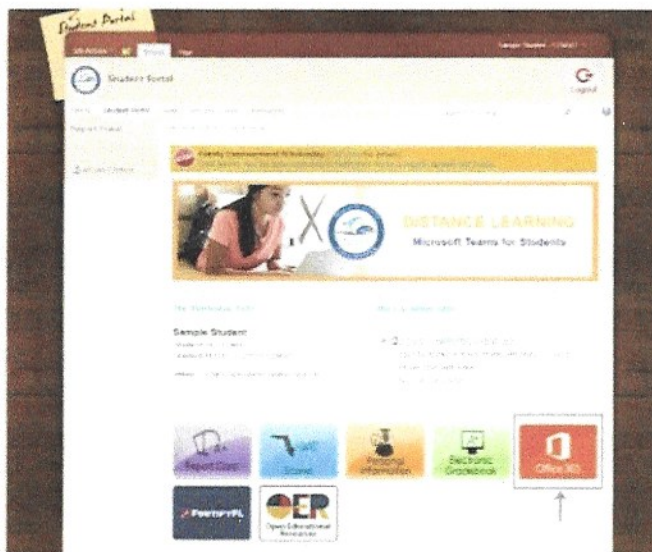


**Portal Log In** screen will be displayed.

⇒ **Type:** Username

⇒ **Type:** Password

⇒ **Click:** Login



**Student Portal** page will be displayed.

⇒ **Click:** Office 365

### Accessing Student Email in Office 365

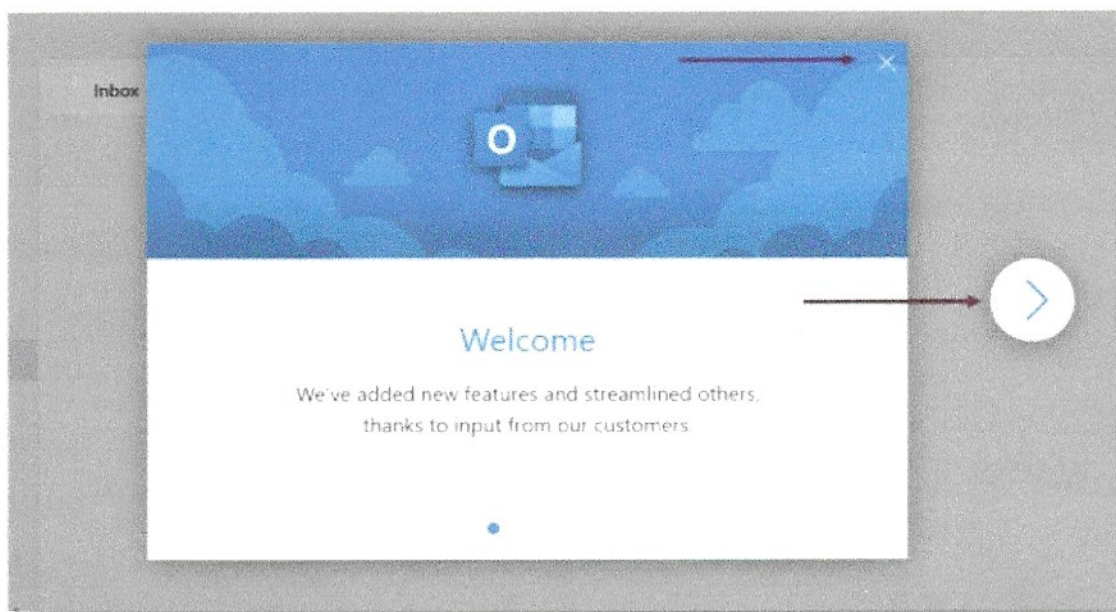
The **Language** and **Time zone** screen will be displayed.

- ⇒ **Language:** English
- ⇒ **Time zone:** Eastern Time
- ⇒ **Click:** Save



**Welcome** screen will be displayed. There two options on the **Welcome** screen.

- ⇒ **View** brief highlights about Outlook or **close** the screen

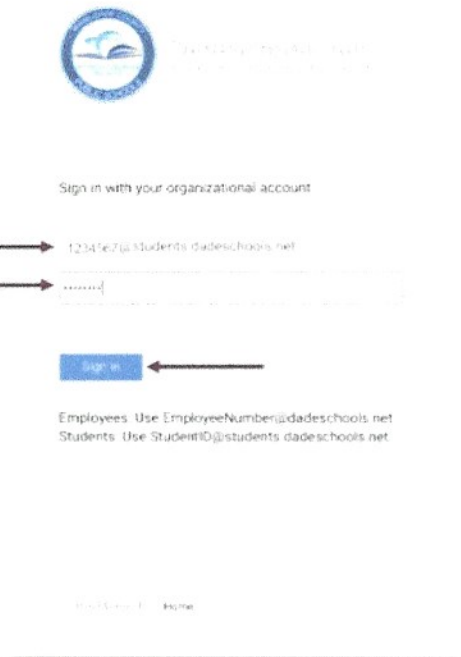


From home the **Office 365 Log In** page will be displayed.

- ⇒ **Type Username:**  
studentID@students.dadeschools.net

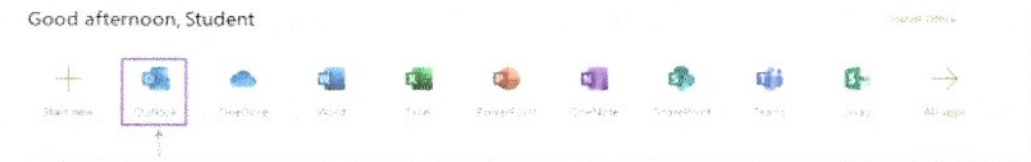
**Example:** 1234567@students.dadeschools.net

- ⇒ **Type:** Password
- ⇒ **Click:** Sign In



The **Office 365 Ribbon** page will be displayed.

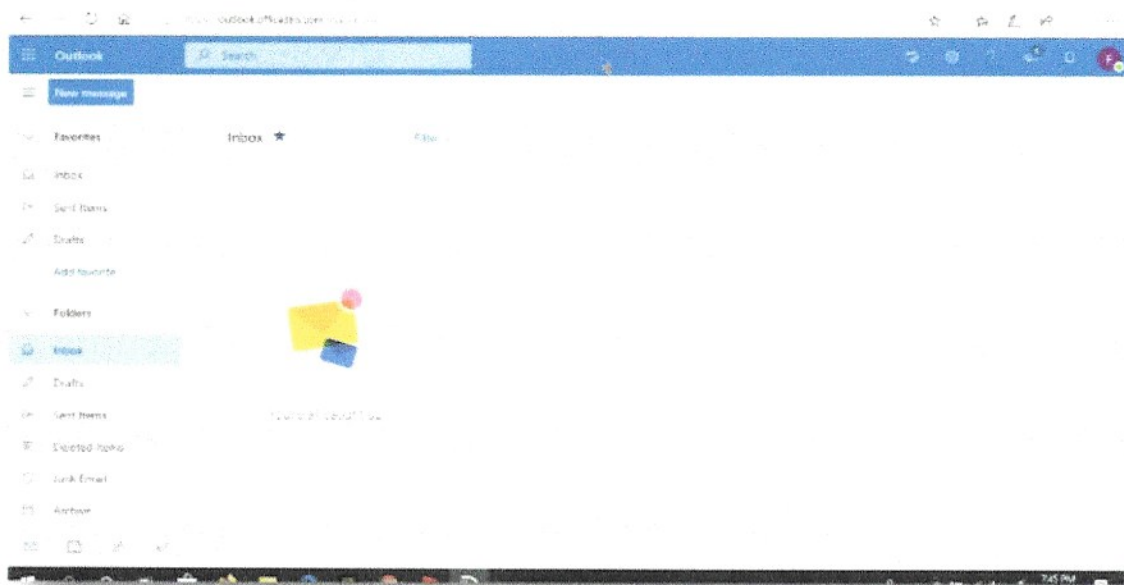
- ⇒ **Click:** Outlook Image/Link



You will be prompted to **Stay Signed In.**

- ⇒ **Click:** Yes

The **Outlook Inbox** will be displayed.



For more information on how to use Office 365 Outlook visit: <https://support.office.com/en-us/article/Outlook-training-8a5b816d-9052-4190-a5eb-494512343cca>

**Scroll down to:** Outlook on the Web to view online tutorials