

# Logging in to Outlook 365 Email

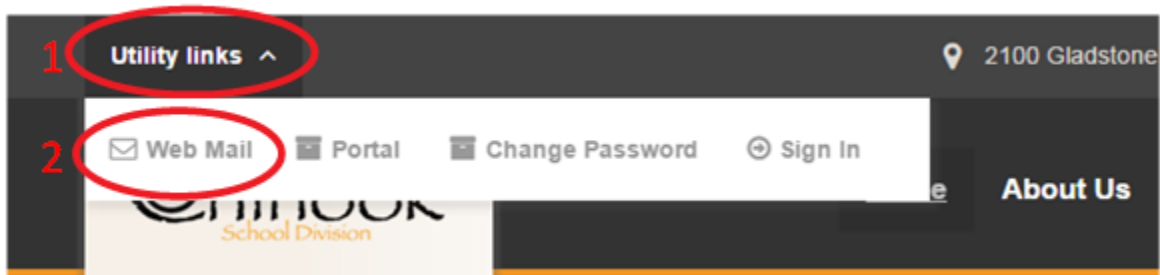
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The best way to get to your new Outlook 365 Email is to start at the Chinook Website or Portal.

## Step One - Getting to the Outlook 365 Login

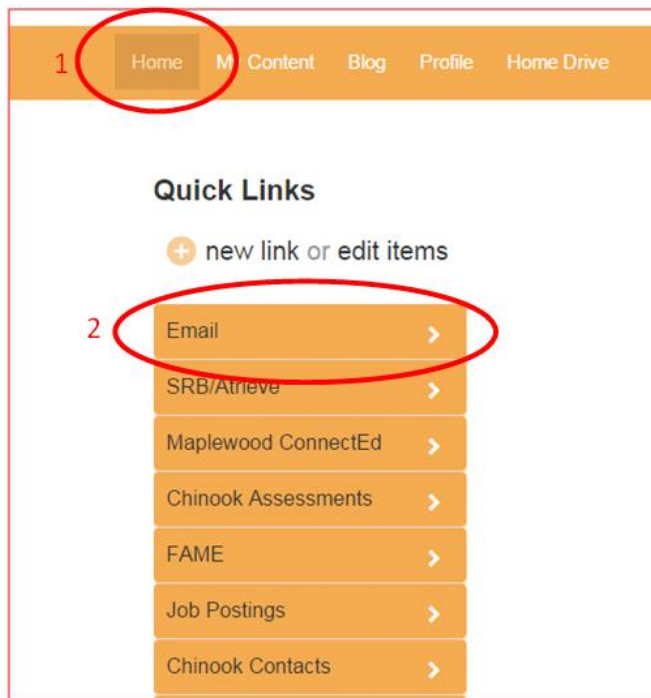
If you're not logged into the portal:

1. Go to [www.chinooksd.ca](http://www.chinooksd.ca)
2. Click on the **Utility Links** at the top left



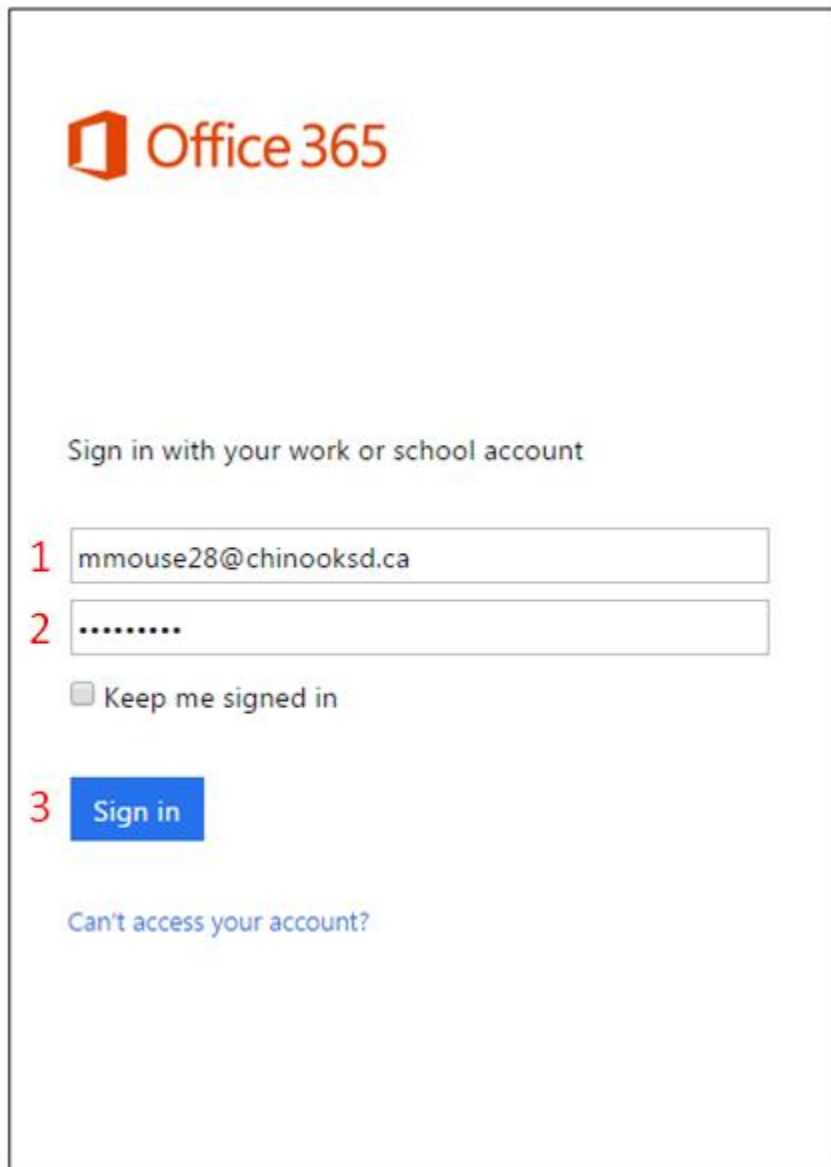
If you're logged into the portal already

1. Go to **MySite** or **Home**
2. Click on **Email**



## Step Two - Logging into Outlook 365

1. Enter your full Chinook account (mmouse28@chinooksd.ca). This is your portal username (with @chinooksd.ca added). Note: **You need the @chinooksd.ca at the end.**
2. Enter your **Chinook portal password** (not the old email password used for Zimbra email).
3. Click **Sign In.**



The screenshot shows the Office 365 sign-in interface. At the top left is the Office 365 logo. Below it, the text "Sign in with your work or school account" is displayed. There are two input fields: the first contains the email address "mmouse28@chinooksd.ca" and is annotated with a red "1"; the second contains a masked password "\*\*\*\*\*" and is annotated with a red "2". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is annotated with a red "3". At the bottom, there is a link that says "Can't access your account?".