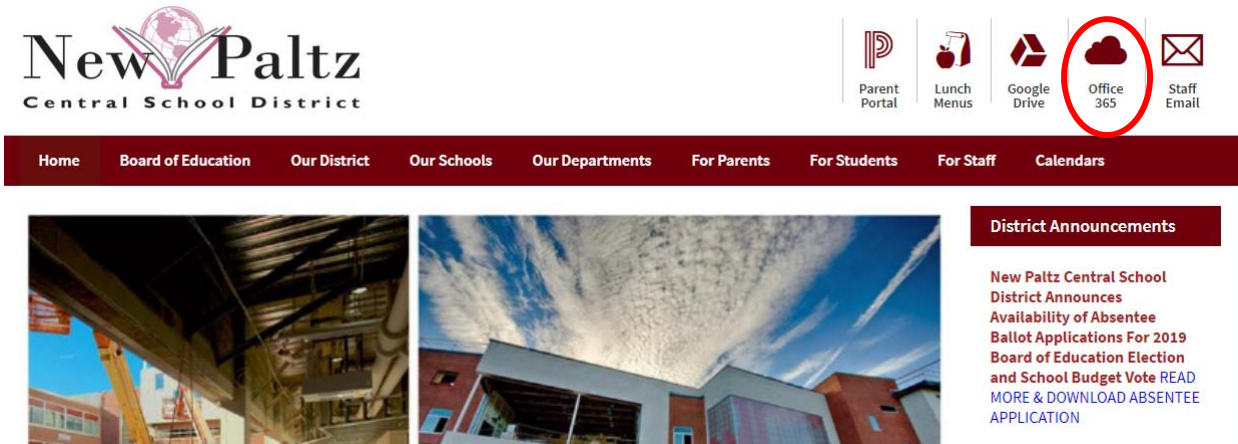


Logging in to Student Email

1. Click on Office 365 on the district webpage



2. Log in using your school email address and school computer password

**Note- student email addresses are their computer username @newpaltz.k12.ny.us (usually first initial, last name-
bsmith@newpaltz.k12.ny.us)*



3. Click on Outlook

**Note- the first time you log in it will make you set your time zone.*

