

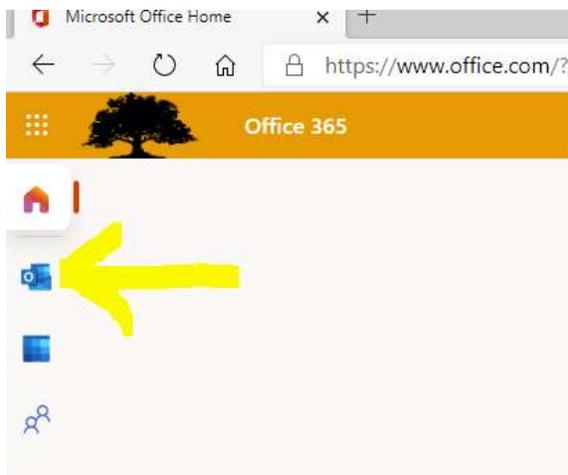
Accessing your school email:

Go to the website: portal.office.com
or use the shortcut at the top of the AHS website

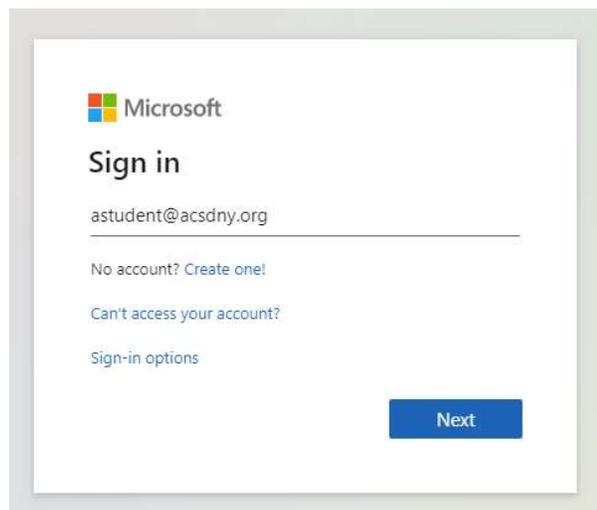
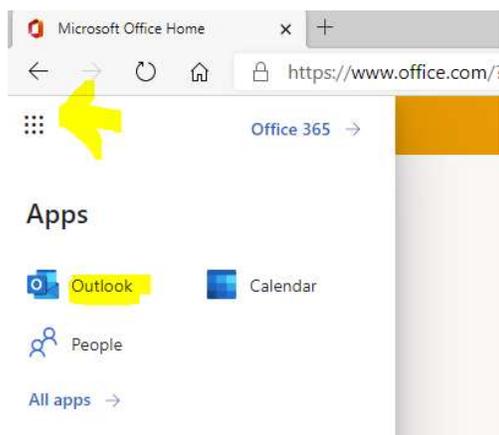
Enter your full school email then click Next.

Enter your password which is your s0 number and click Next..

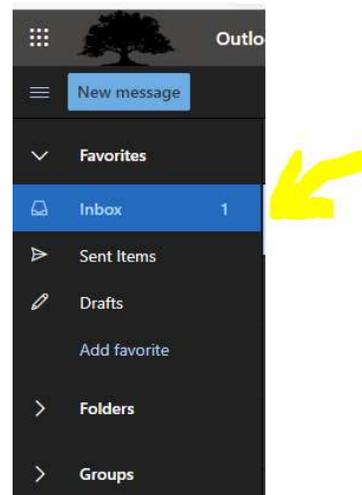
Click on the Outlook icon on the left.



If you don't see the Outlook icon, click on the 9 dots on top left and choose Outlook under Apps.



Click on Inbox to see your email.



You can click on Focused or Other above your mail to see what's in each mailbox.

Click on Folders on the left to see Deleted Items, Drafts, etc.