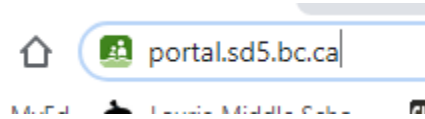


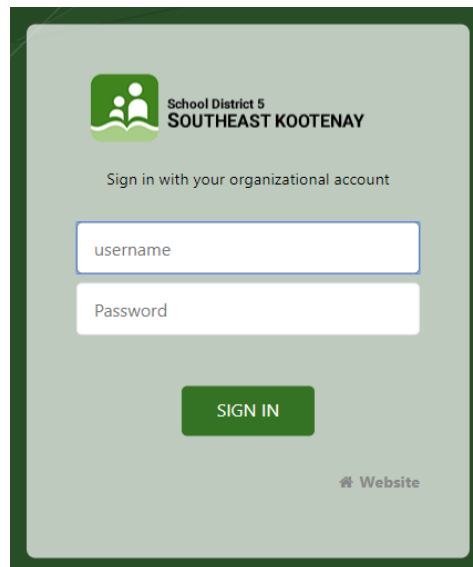
Email Access from Home

1. Open your choice of browser (Chrome, Firefox, Safari).
2. In the address bar type: `portal.sd5.bc.ca`

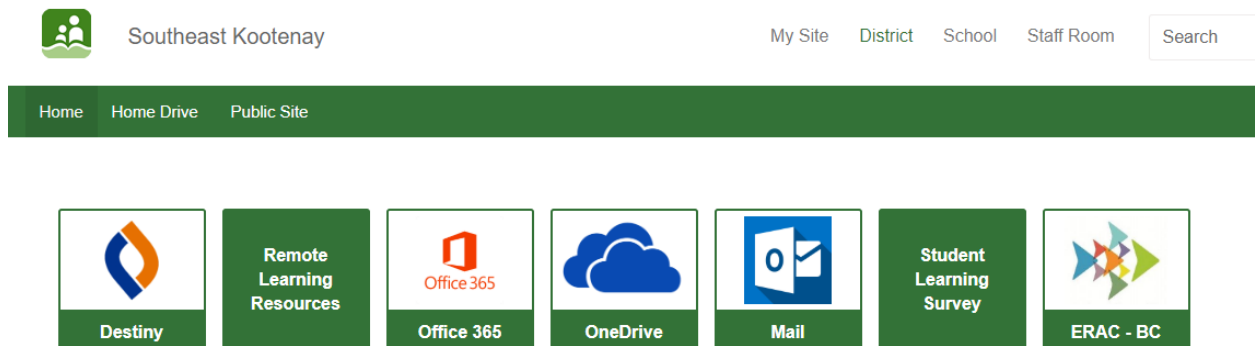


3. It will ask you to sign in. These are the credentials that you use to sign into a computer at school:

User Name: Student # **Password:** School password



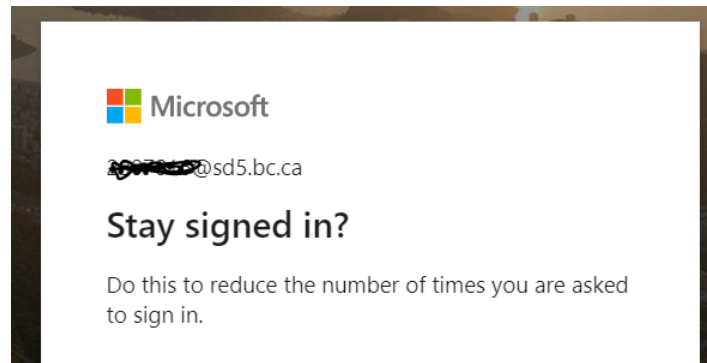
4. Once you have signed in, you should see the portal that you see when you open Chrome at school:



5. From here you can access anything Microsoft related in Office 365 and you can also go straight to your email.

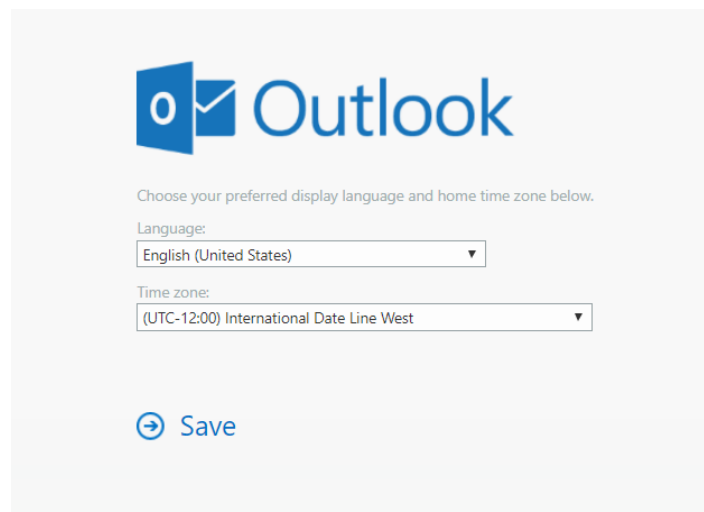


6. To open your email, click on the mail icon. This will take you to another sign in page where you will need to put in your email address. Your email address is your **studentnumber@sd5.bc.ca**. Or it will ask if you want to stay signed in and show your email address above

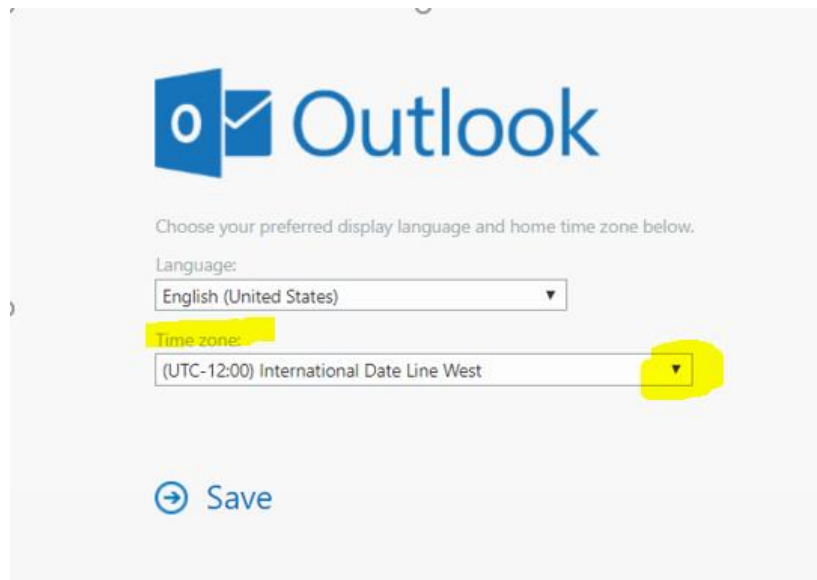


If you have accessed your email before, go to step 11 if not continue with step 7.

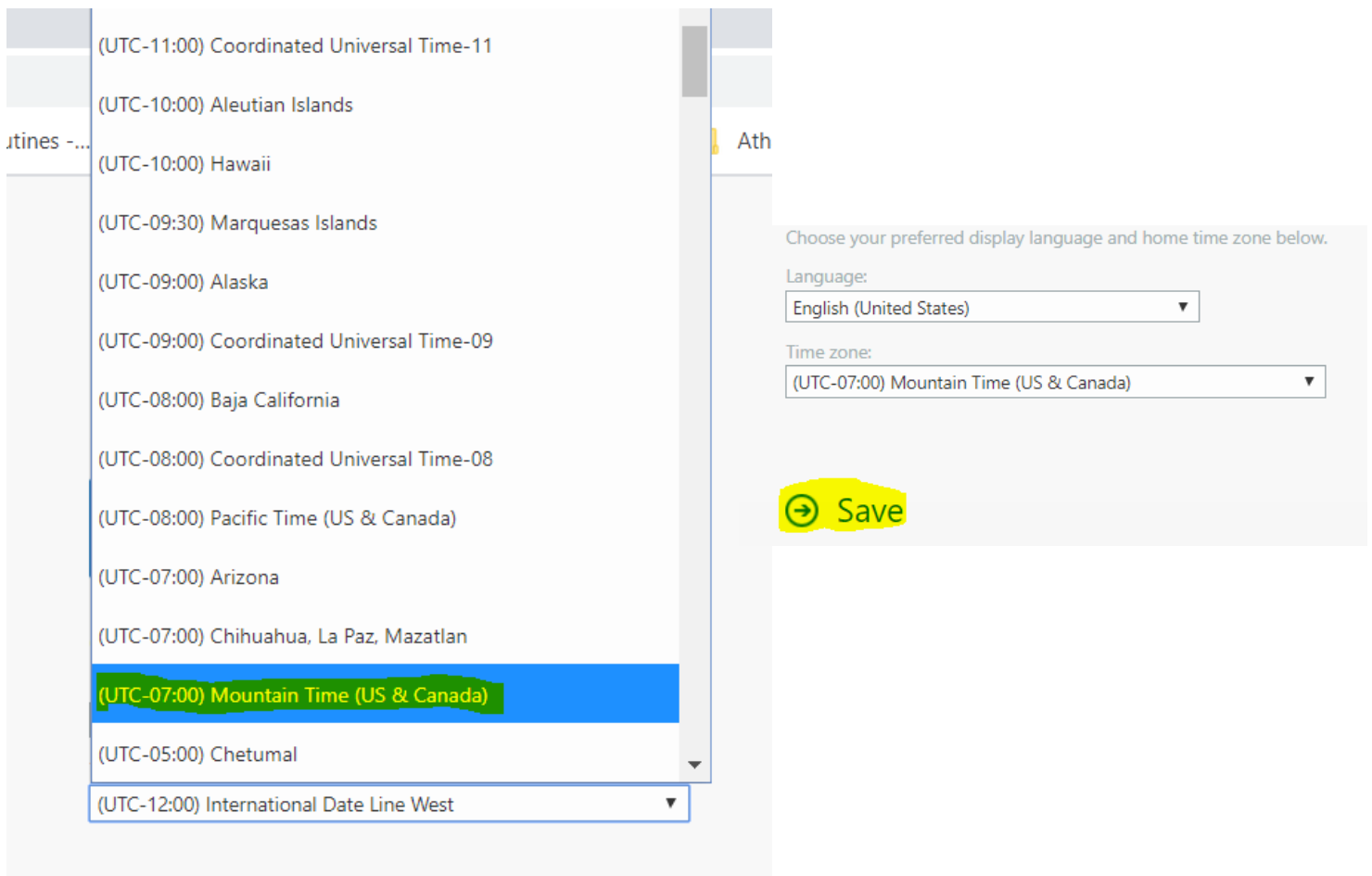
7. If you have not accessed your email this year, it will ask you to set some settings up.



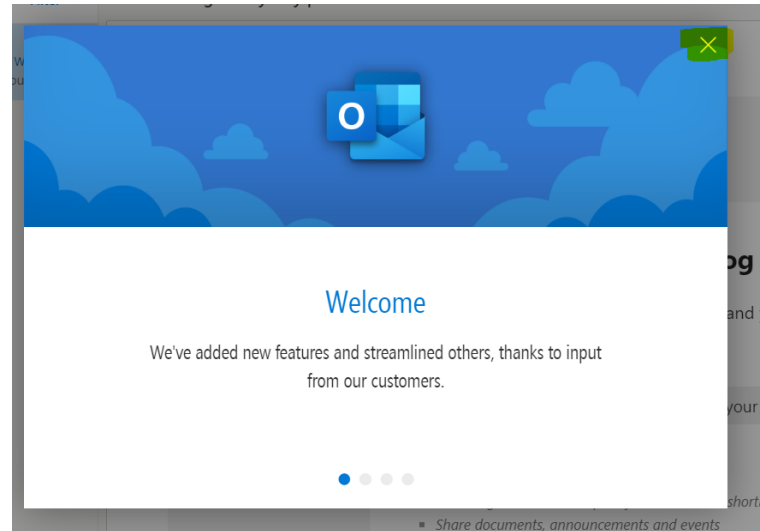
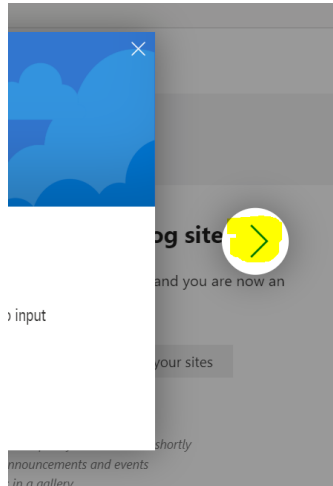
8. Leave the language alone but you will have to change the Time Zone.



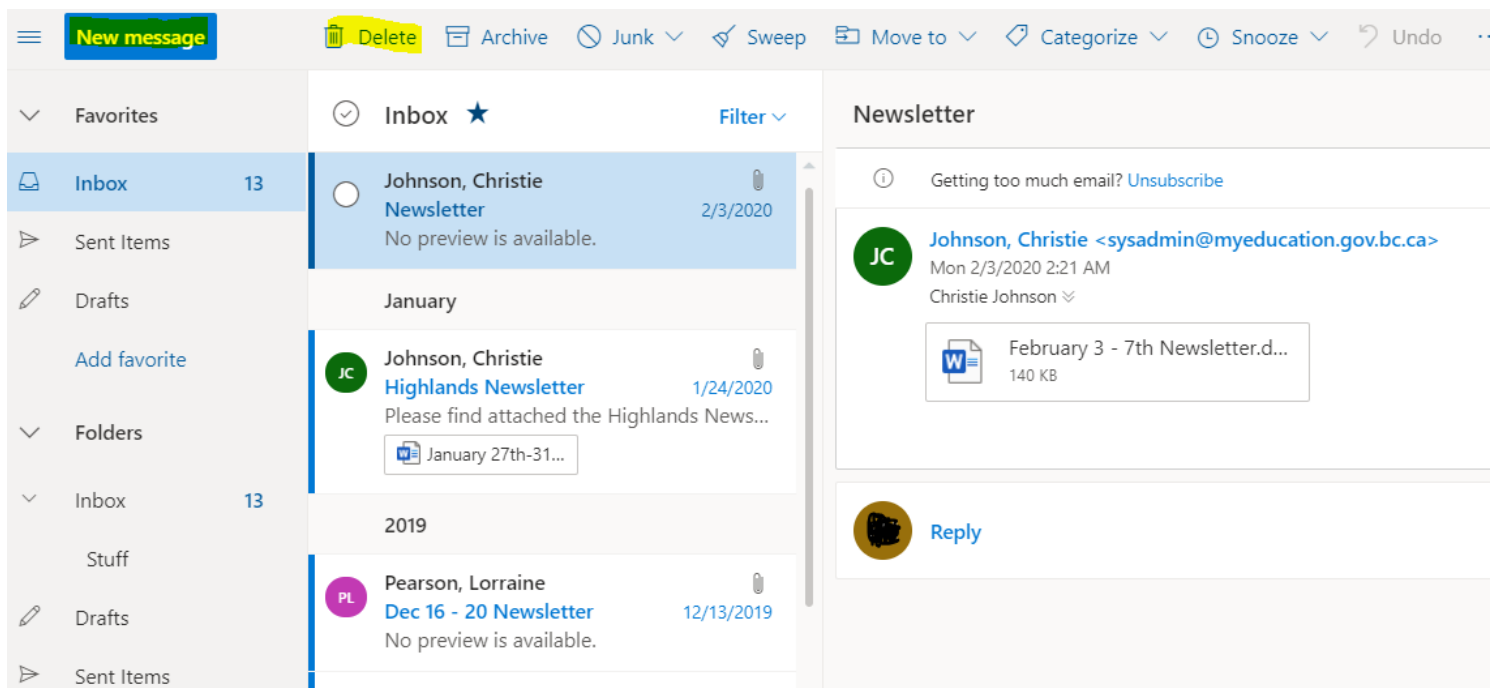
9. When you click on the arrow, you will be looking for (UTC-7:00) Mountain Time (US & Canada) – click on it and hit save.



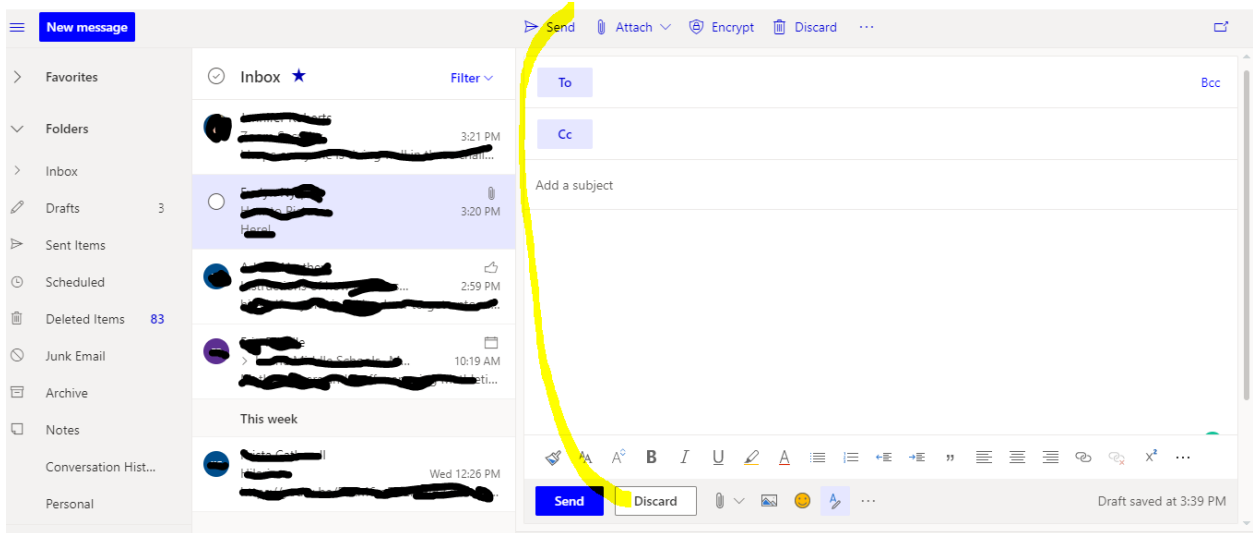
10. This will take you to a Welcome Page on top of your inbox. You can go through the welcome by hitting the arrows or you can skip it by hitting the X.



11. You are now at your Inbox. From here you can delete emails that you don't want, read the ones you do, and make a new message.



12. Writing a new message requires you to click on New Message and then the blank message will open on the right side of the screen.



13. The next picture shows you what to include in an email.

