

Granite School District now has a new email tool that can help students work more efficiently and gain skills for the workplace. Microsoft Office 365 allows students to collaborate with classmates, from their PC, Mac or mobile device.

What is changing?

After the upgrade students email addresses will end with **graniteschools.org** instead of **graniteschools.com**.

What isn't changing?

Student email is a combination of the first 4 letters of the first name of the student, the first 4 letters of the last name of the student, and the first 4 numbers of their student number. For example: Alexander Brown 9876543 would have the following email address: alexbrow9876@graniteschools.org

What do students need to do?

Office 365 is a Microsoft service, therefore works best with Internet Explorer. Choose from the following steps:

Accessing Student Email from Launch

- Click on icon found on the Launch Pad
- Enter email address
- Page will redirect. Log in using Student



Pad:

Number and Password.

Connecting to login.graniteschools.org.

	User name
	Password
Domain: GRANITESCHOOLS	
<input type="checkbox"/> Remember my credentials	

OK Cancel

Accessing Student

- Log into the portal <http://portal.graniteschools.org>.
- Click on Applications Tab

Email from the portal:



- Click on Student Email
- Enter email address
- Page will redirect. Log in using Student Number and Password.

redirect. Log in using Student Number

Connecting to login.graniteschools.org.

	User name
	Password
Domain: GRANITESCHOOLS	
<input type="checkbox"/> Remember my credentials	

OK Cancel

Accessing Student Email from Home:

- Student email can be accessed using Portal method at home.
- Or Student email can be accessed at <http://login.microsoftonline.com>.
- Enter email address
- Page will

redirect. Log in using graniteschools\Student Number and

Password.

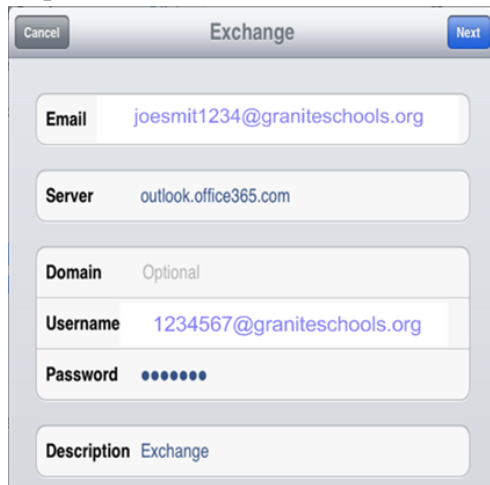
Connecting to login.graniteschools.org.

	User name
	Password
Domain: GRANITESCHOOLS	
<input type="checkbox"/> Remember my credentials	

OK Cancel

Setting Up Student Email Account on iPods/iPads:

- Go to email set up on iPod/iPad.
- Select an
- Follow set



Exchange account
up in picture below. Server:
outlook.office365.com

To set up your phone or tablet:

- Use Office 365 on your Android Phone
- Use Office 365 on your BlackBerry® device
- Use Office 365 on your iPhone or iPad
- Use Office 365 on your Nokia (Symbian OS) phone
- Use Office 365 on your Windows Phone

INFORMATION AND SUPPORT

If you have questions or need help, contact your school STS, LMETS, Media Specialist, or the Helpdesk @ (385) 646-4524.

