

**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:  
alexbrown9876@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 Pad:

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



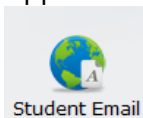
Connecting to login.graniteschools.org.

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

OK Cancel

#### Accessing Student Email from the portal:

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



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

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.

Domain: GRANITESCHOOLS  
☐ Remember my credentials

OK Cancel

### Setting Up Student Email Account on iPods/iPads:

- Go to email set up on iPod/iPad.
- Select an Exchange account
- Follow set up in picture below. Server: outlook.office365.com

Cancel Exchange Next

Email joesmit1234@graniteschools.org

Server outlook.office365.com

Domain Optional

Username 1234567@graniteschools.org

Password ••••••

Description Exchange

### 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.