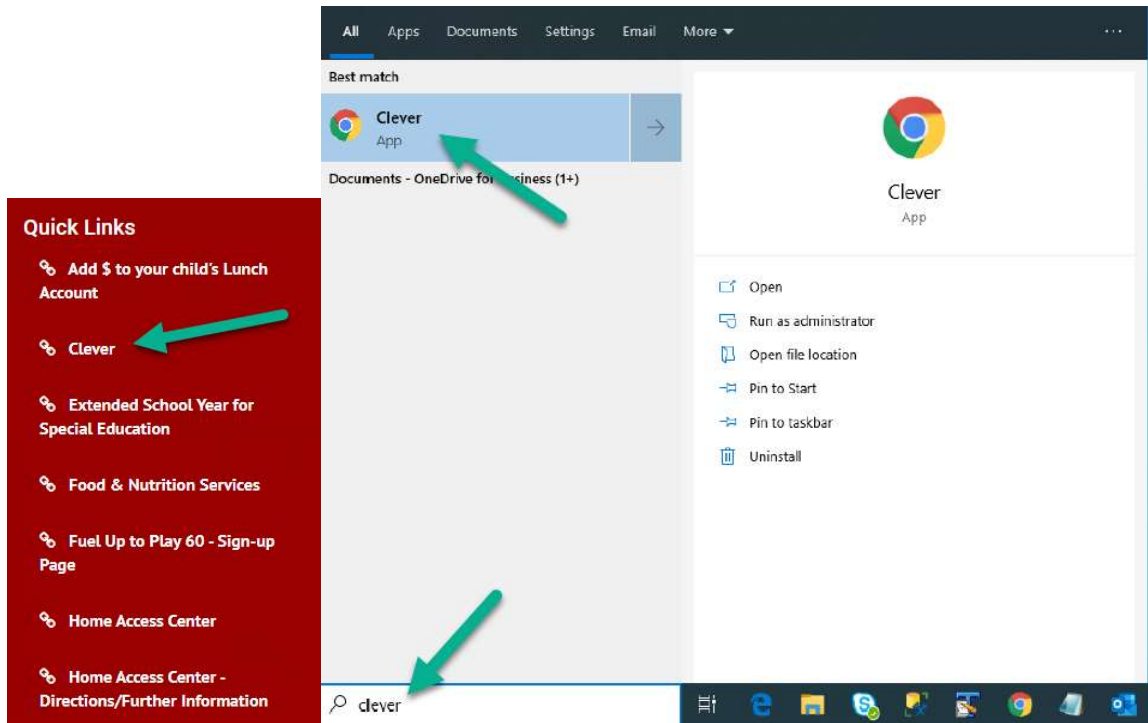


Student Email

All D202 students are provided with a Microsoft Office 365 email account. This account can send email internally between other students and teachers and it is a critical part to receiving updates regarding new posts and information coming from Google Classroom. These accounts however are only able to receive email from other @psd202.org accounts unless the domain is specifically allowed to send to our students as determined by the district administration and D202 technology. There are several ways to access email, below are the steps on how to access the Microsoft Outlook web client using Clever.

- Log into clever by using the shortcut on the machine or off of the school website quick links.

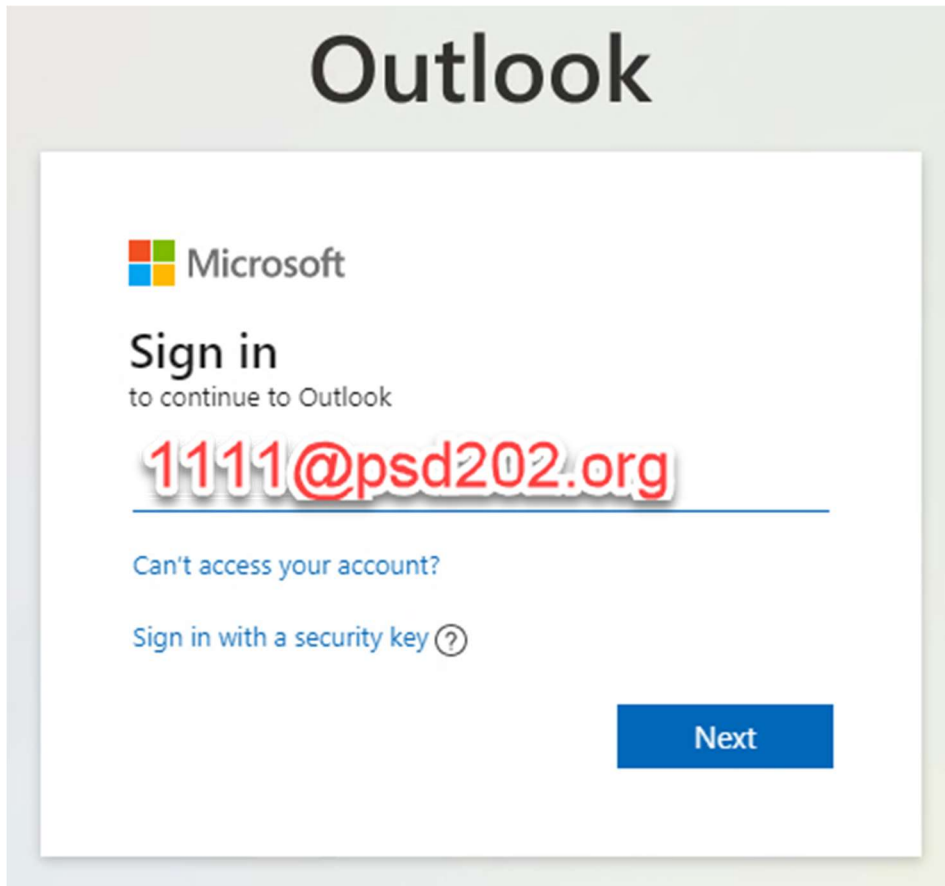


- Locate the email shortcut under district apps.



Microsoft Outlook
Mail

- If it is the first time you are using the web mail client on your current machine you may be prompted to verify your account. Use your student ID@psd202.org to and click next.



This will complete the login process.