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STUDENT EMAIL ACCOUNTS

Outlook.com (Option 1) – limited to students who set up an outlook.com account prior to the school year 2012-2013

If you already set up an account with outlook.com, you may continue using this account. Through this account you have access to *Microsoft Word*, *Excel*, and *PowerPoint*. However, all previous users must create a new password for their school outlook account. If you cannot remember the old password, contact the library or guidance staff, who will contact the IT Department.

The original user name is:

Last two digits of your graduation year: 13, 14, or 15

Then first initial last name@students.mrsd.org

It will look like the following: 13jstone@students.mrsd.org

Go to the following to create a new password: [https://eduupgrade.office365.com](https://eduupgrade.office365.com/)

Once the password has been changed, go to: <https://outlook.com/students.mrsd.org>

Google Mail (Option 2) – for all students

This option is available for all students in grades 7 through 12.

Go to [https://accounts.google.com](https://accounts.google.com/) or just go to google and select gmail.

Your username is: firstname.lastname@student.mrsd.org. Please ask one of the library or guidance staff for the first-time password. Once logged in, set up a new password.