How to Check Email through Office 365

1. Open your internet browser and go to www.mcpss.com.

2. Click on Our Students

3. Login with your MCPSS email address and password. Your email address is your three initials and the last 6 of the numbers on your ID badge followed by @stu.mcpss.com. (EX: ABC456789@stu.mcpss.com) Your password should be your UPPERCASE first initial, lowercase last initial and your birthday followed by the @ sign. (EX: Ac01302008@)

4. Once logged in, click on the Apps button in the top left corner of the page on the blue bar.

5. Click "Outlook"

 6. If you have never opened your email through Office 365, it will ask you to set up your time zone.

Choose Central (U.S. & Canada)