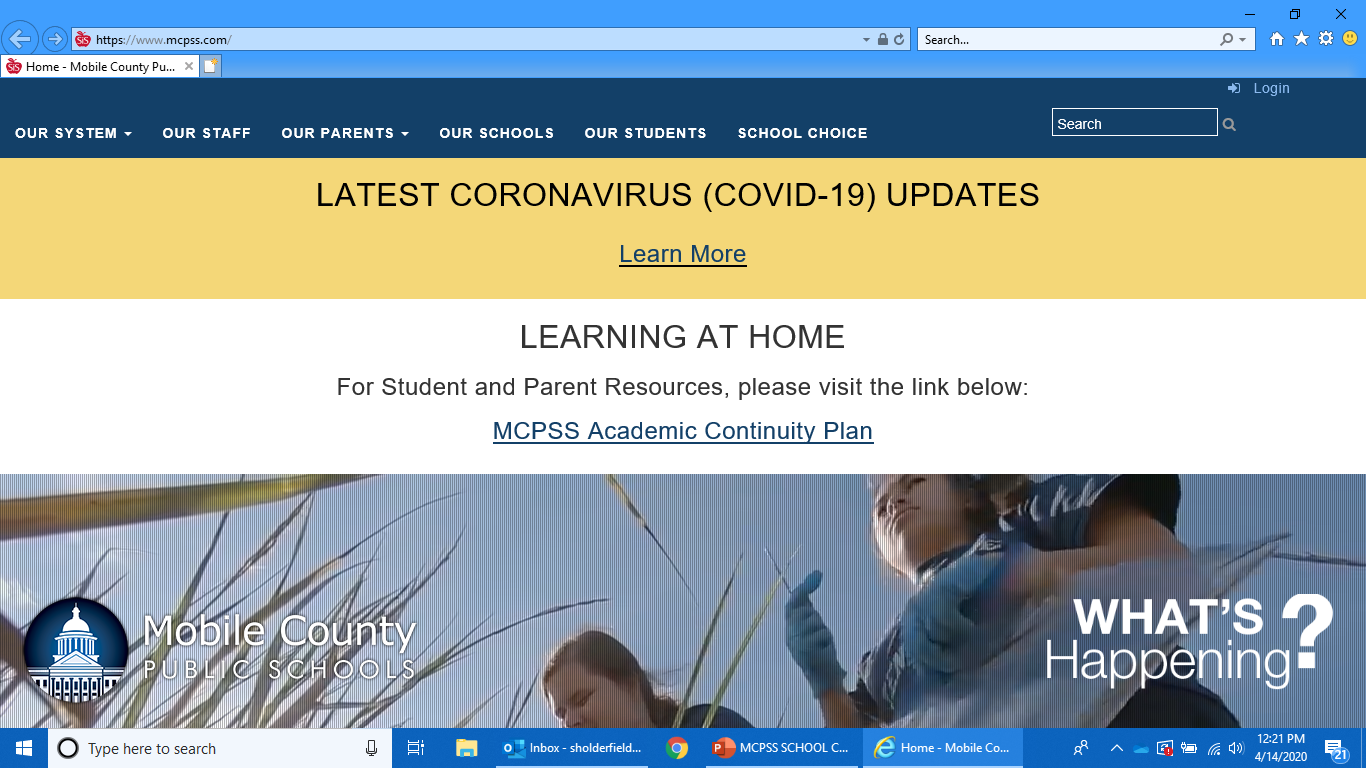
STEP ONE: GO TO THE MCPSS.COM WEBSITE

STEP TWO: CLICK ON “OUR STUDENTS” AT THE TOP OF THE SCREEN

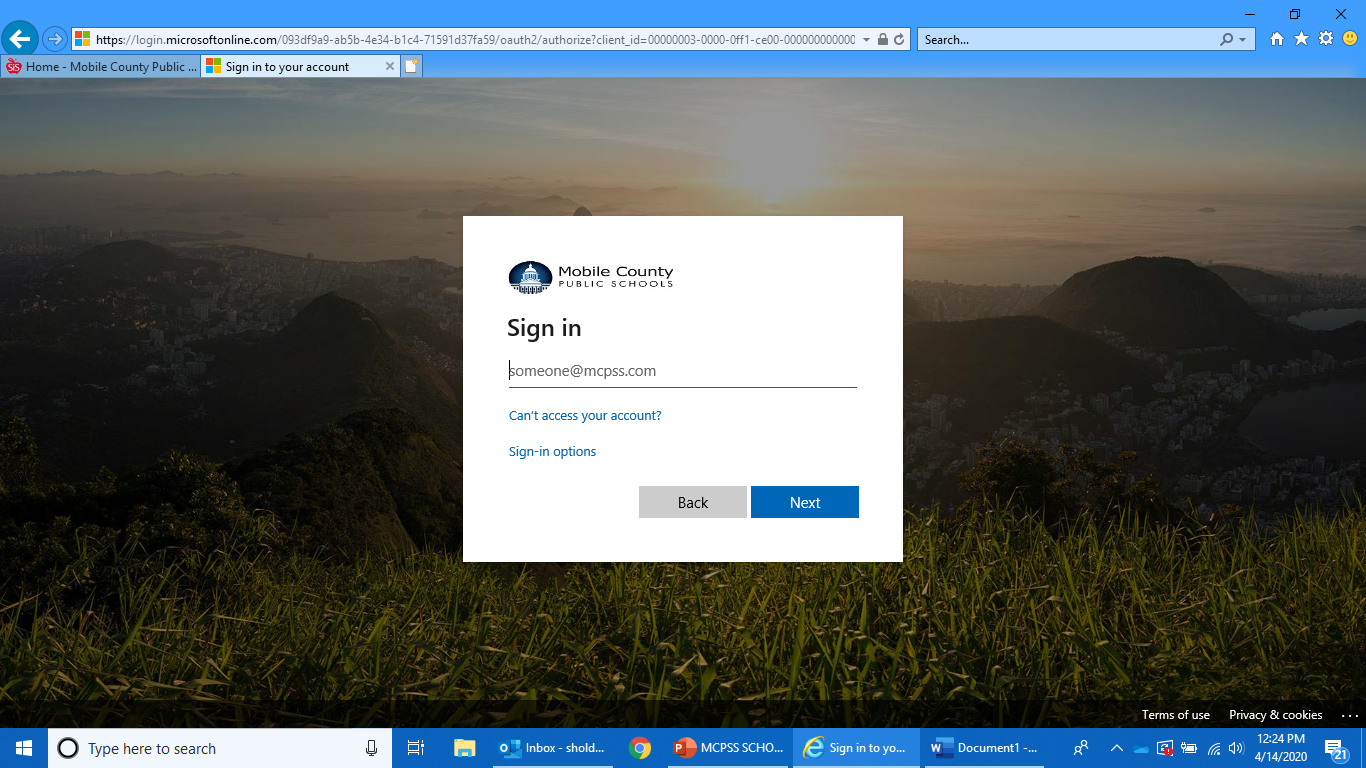


STEP THREE: USING YOUR STUDENT CREDENTIALS, LOG IN (FIRST, MIDDLE, LAST (INITIALS) + LAST 6 DIGITS OF STATE ID) AND YOUR PASSWORD.

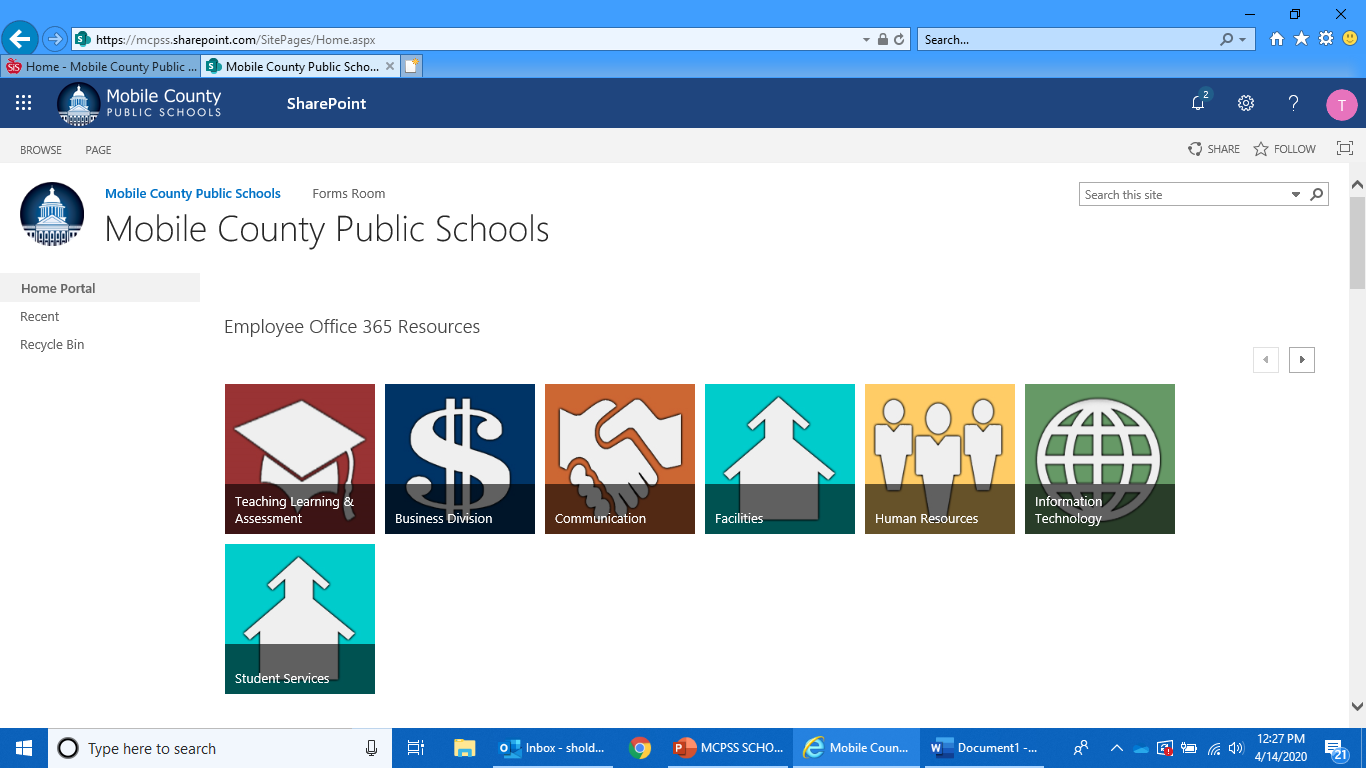
Example: username: sdh123456@stu.mcpss.com

Password: ???????????

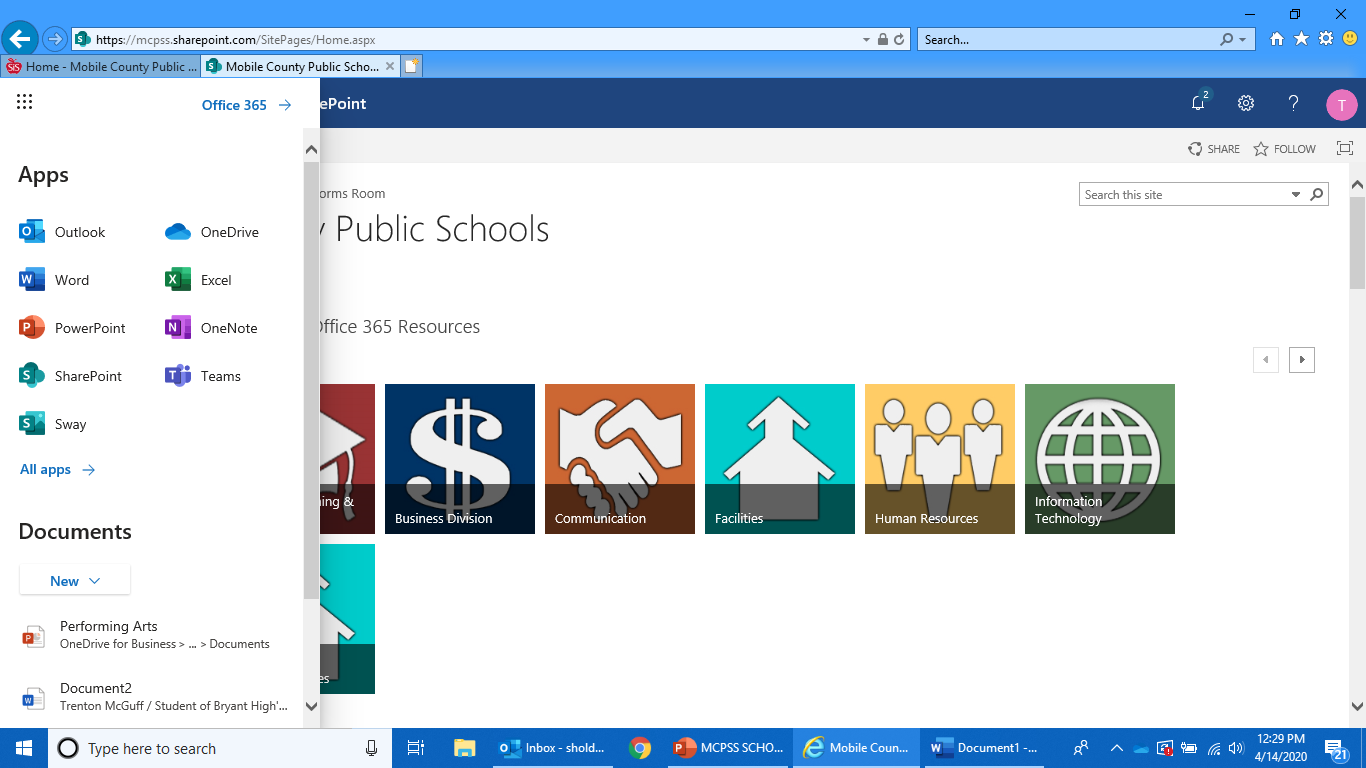
**If you do not know your password call 221-7777, so they can reset it for you.**



STEP FOUR: After logging in, click on the small windows box of icons in the top left corner.



STEP FIVE: . It will then open the app icons. Choose “OUTLOOK.”



You are now in your student e-mail. Please check this daily. This is where you will receive communications from school personnel.