Students Visit http://portal.microsoftonline.com

This will bring them to a login screen:

Once here, the students enter their email address (studentnumber@sps-student.sk.ca):

After entering the email address, a yellow box will appear in the bottom right:
Students then need to click on the “Sign in at Sps-student.sk.ca” link:
Note: the following screen may appear. Simply click “Yes.”

At home, they will be presented with the green login screen where they simply login to SPS system:

This will bring them to the “Home” screen of the Office 365 site:
Email

While functionality will be expanding, the following is a brief overview of what is available.

- Email for students is built on the same framework as the WEB Mail for staff members.
- At this point the user primarily can use the email functionality along with the Collaborative aspects of the Lync Services. However they would need to download a Lync client to their computer to access that function.
- To get to email, students click on Outlook (either at the top, or the side). This will bring up the inbox for the students:

![Email interface](image1)

There are some custom settings in the "Options" tab, such as themes etc. that the students can choose:

![Options settings](image2)

To send an email, the student click the "New" button in the top left of the window.

![New email button](image3)
Clicking “New” will bring up a window to compose an email:

The “To…” box is for the email address. Students will be able to email each other with the student number, then clicking the “Check Names” button (the one with a person with a check mark):

which will fill in the address:

Standard email addresses (like the teacher’s address) can also be used.
Once an email is received, students can RIGHT CLICK on the sender to add that person to their contact list so that they no longer have to search for it:

Once contacts have been added, students can click on the “Contacts” tab in the bottom left, then “New” in the top left to create a distribution list:

Chat:
Also in their “Contacts” list, students can right click on the contacts and choose to “Chat”: 
This will open a “Chat” window that students can use to message back and forth. It is important to inform students that this chat is logged and could be referenced if concerns arise.

Calendar
Students can also use the calendar to keep track of their own activities, as well as to schedule meetings with others. To access the calendar, students click the calendar link at the bottom left:
Then in the top left, students can choose to make calendar items or meeting requests:

To schedule a meeting with another student, they enter the email address of the student into the “To...” box with other important data, then press “Send.”

Once received, the student can accept or reject the meeting request:
The email functions of Office 365 are not unlike most email clients. Generally speaking, students likely won’t have much issue using it.

To Knows about the Email.
1. You cannot directly look for someone in the email. You can create contacts as you know email addresses or create them from inbound email. You can also create a distribution list.
2. This is similar to a Public Email system like SaskTel or Shaw. In those systems you cannot look individuals up for “Privacy reasons”. They need to be known to you before you can communicate.

Questions:
Can I load Lync to my device…?
Which devices -

Mail:
No problems with any machine format – web Mail.
Chat in Web Mail.

Lync:
Teacher SPS Machine → Student on SPS Machine
Student on SPS Machine → Student on SPS machine
Student on Personal Device → Student on personal device
Student on SPS Device → Student on Personal Device
Teacher on personal Device → Student/teacher on personal Device

Future Version of Lync will be cloud based…