# Parent Guide: Accessing School Email

How to access a student's school email in Outlook 365 at home.

## What you will need

A device – laptop; desktop; phone; tablet

A browser – Google Chrome; Microsoft Edge; Apple Safari
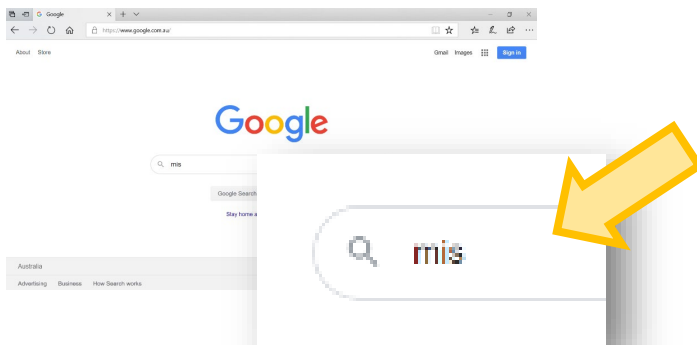
An internet connection
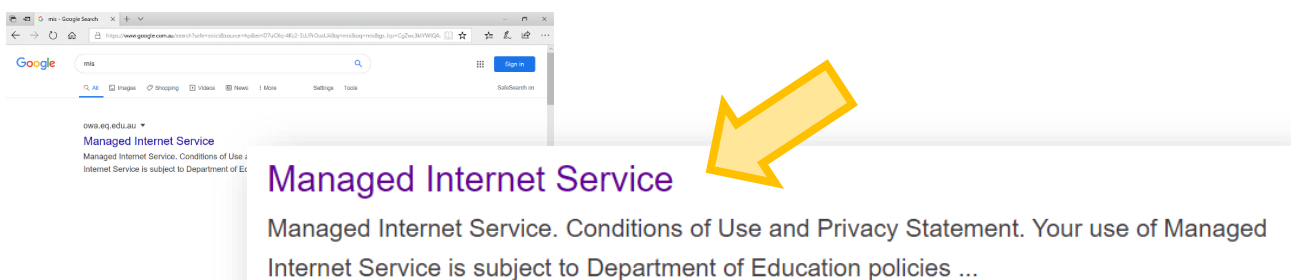
Your school username and password

## Steps

1.  Open a **browser** on any device
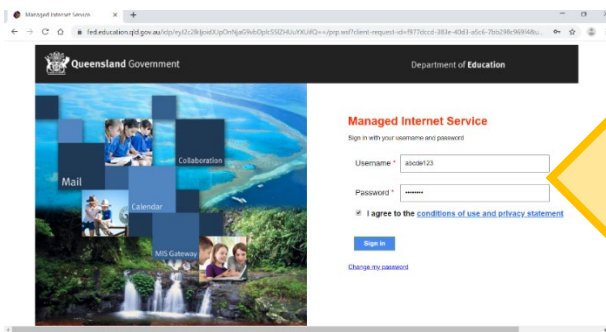
    Google Chrome   Microsoft Edge   Apple Safari

2.  Search for **MIS** (Managed Internet Service)

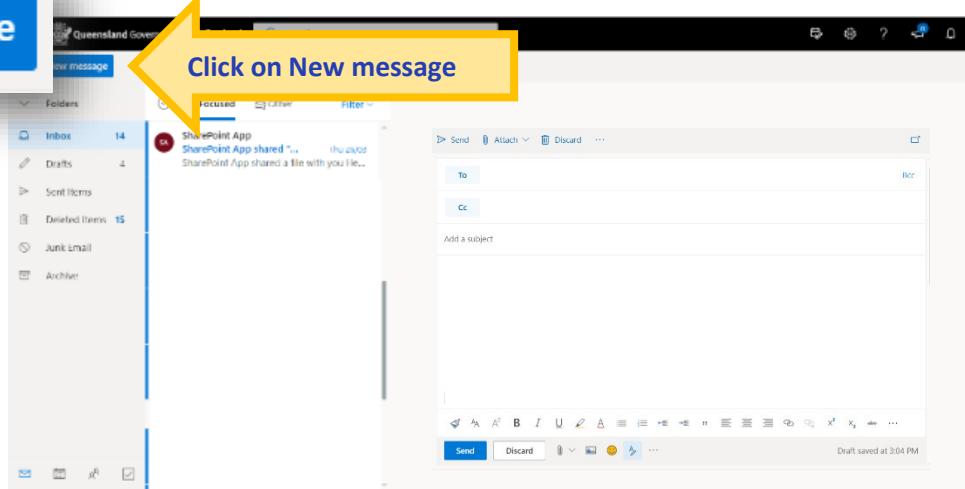3.  Click on **Managed Internet Service** in the search results

4. Sign in with your **school username and password**
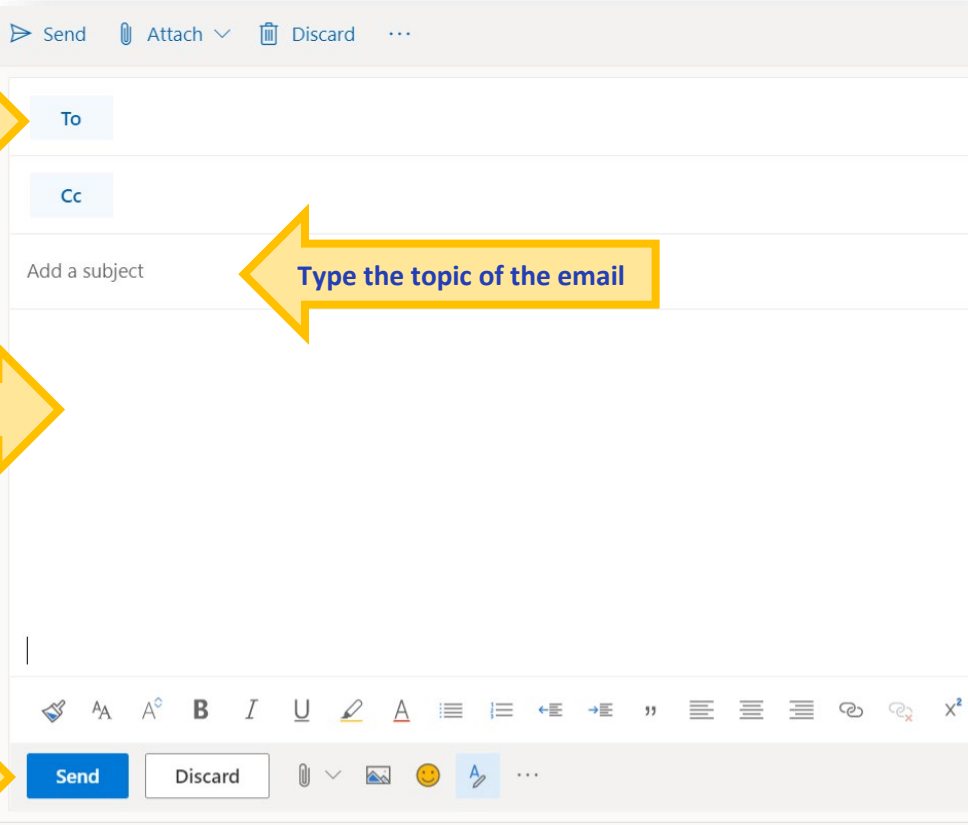


Your normal school username and password

5. Now you are in **Outlook**
   **Send a message** to a teacher



Click on New message



Type your teacher's email address

Type the topic of the email

Type the message

Click on the send button