Email Access from Home

- 1. Open your choice of browser (Chrome, Firefox, Safari).
- 2. In the address bar type: portal.sd5.bc.ca



3. It will ask you to sign in. These are the credentials that you use to sign into a computer at school:

User Name: Student # Password: School password

Sign in with your organization	FENAY nal account
username	
Password	
SIGN IN	∦ Website

4. Once you have signed in, you should see the portal that you see when you open Chrome at school:



5. From here you can access anything Microsoft related in Office 365 and you can also go straight to your email.



6. To open your email, click on the mail icon. This will take you to another sign in page where you will need to put in your email address. Your email address is your studentnumber@sd5.bc.ca. Or it will ask if you want to stay signed in and show your email address above



If you have accessed your email before, go to step 11 if not continue with step 7.

7. If you have not accessed your email this year, it will ask you to set some settings up.

Choose your preferred display lan	nguage and home time zone below
Language:	
English (United States)	•
Time zone:	
(UTC-12:00) International Date Li	ne West 🔹

8. Leave the language alone but you will have to change the Time Zone.

Choose your preferre	d display language and ho	ome time zone belo
Language:		
English (United State	es)	•
Time zone:		
(UTC-12:00) Internat	ional Date Line West	<u> </u>

9. When you click on the arrow, you will be looking for (UTC-7:00) Mountain Time (US & Canada) – click on it and hit save.

	(UTC-11:00) Coordinated Universal Time-11			
	(UTC-10:00) Aleutian Islands			
utines	(UTC-10:00) Hawaii		Ath	
	(UTC-09:30) Marquesas Islands			Choose your preferred display language and home time zone below.
	(UTC-09:00) Alaska			Language:
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	(UTC-08:00) Baja California			(UTC-07:00) Mountain Time (US & Canada) ▼
	(UTC-08:00) Coordinated Universal Time-08			
	(UTC-08:00) Pacific Time (US & Canada)			O Save
	(UTC-07:00) Arizona			
	(UTC-07:00) Chihuahua, La Paz, Mazatlan			
	(UTC-07:00) Mountain Time (US & Canada)			
	(UTC-05:00) Chetumal	-		
	(UTC-12:00) International Date Line West]		

10. This will take you to a Welcome Page on top of your inbox. You can go through the welcome by hitting the arrows or you can skip it by hitting the X.



11. You are now at your Inbox. From here you can delete emails that you don't want, read the ones you do, and make a new message.



12. Writing a new message requires you to click on New Message and then the blank message will open on the right side of the screen.

=	New message		▶ Send 👔 Attach ~ ⑧ Encrypt 📋 Discard …	đ
>	Favorites	⊘ Inbox ★ Filter ∨	То	Bcc
\sim	Folders	3:21 PM	Ce	
>	Inbox		Add a subject	
Ø	Drafts 3	0 13:20 PM		- 1
⊳	Sent Items	Herel		
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Ŵ	Deleted Items 83			- 1
\odot	Junk Email	Contraction of the Schemeler, March 10:19 AM		
Ē	Archive			
	Notes	This week		-
	Conversation Hist	Wed 12:26 PM	≪ MA°BIU∠A≡≡+≢*≡ ™≣≣≣®o ⊗, x*·	
	Personal		Send Discard 🛛 V 📾 🥥 🤌 ··· Draft saved at 3	:39 PM

13. The next picture shows you what to include in an email.

≻ Send 🔋 Attach 💙 l Encrypt 🛅 Discard …
To address of the person you are sending to goes here
Cc
Say what you are sending here
abcs.docx 12 KB
Your body is where you write your message to your parents/teacher/friends.
Make sure that if you are attaching something that you have actually attached it. It will show up here.
Then hit send when you are done
≪ A B I U ∠ A ≔ ≔ ~ ≡ " ≡ ≡ ⊡ ~ × × ∞ ⊡
Send Discard $\mathbb{V} \lor \mathbb{R}$ \bigcirc \checkmark