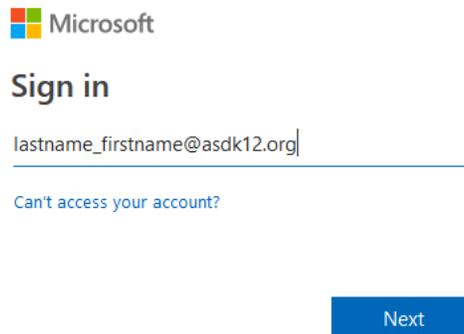


Anchorage School District Email Access

Welcome to the Anchorage School District. All ASD employees have an email account, which we use for official communication.

To access your email:

1. Open a web browser such as Firefox or Chrome. Go to the website <https://outlook.office.com>.
2. Enter your email address:
 - a. *lastname_firstname@asdk12.org* (example: *Doe_Jane@asdk12.org*)
 - b. Click *Next*.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "lastname_firstname@asdk12.org". Below the input field is a link that says "Can't access your account?". At the bottom right of the form is a blue button labeled "Next".

3. At the ASD login site, enter the same email address you used in step two.
4. Enter your password.
 - a. The first time you log in the default password is your Lastname. Be sure only the first letter is capitalized.
 - i. If your last name is shorter than five characters, your default password will add letters from your first name. For example, Jane Doe would be *Doeja*.



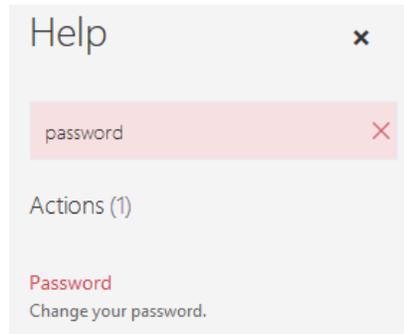
Sign in with your organizational account

Sign in

By using ASD services, you agree to follow school and federal guidelines around [FERPA](#) and [COPPA](#).

Once logged in, for security purposes you should change your password to one only you know.

1. To change your password, at the upper right click the question mark (?) icon.
2. Type the word *password* and press Enter to search. Click the result *Password* to start the process.



3. A new window will open. Enter the old a new passwords and click Submit. Note that the new must be at least 10 characters long and include a capital letter.
4. The next time you log in, use the new password.