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.
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.
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.

![Help window]

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.