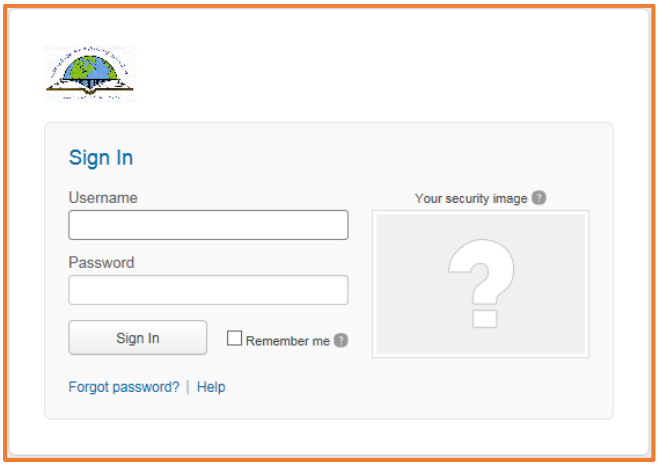
Accessing Student E-mail for the First Time

STEP 1 – Navigate to student e-mail by using the **STUDENT E-MAIL** shortcut on the desktop or by using the following URL: http://smail.lethsd.ab.ca

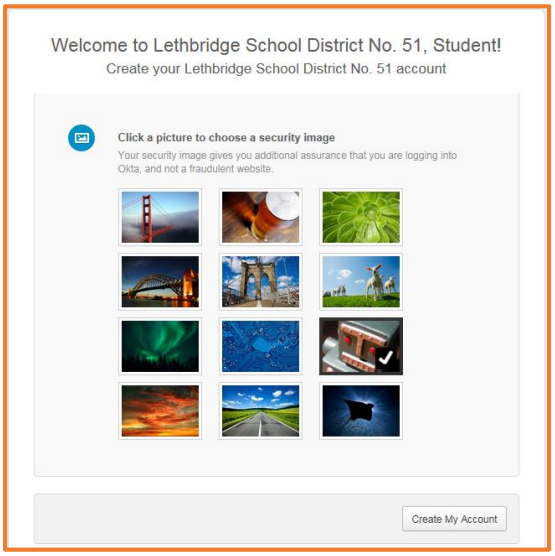
STEP 2 – Student authentication will occur automatically while accessing their e-mail on site (at School). From home, you will see the **SIGN IN** window below.



You must enter your **SCHOOL DISTRICT CREDENTIALS** to log in. (The same credentials used to access computers at school)

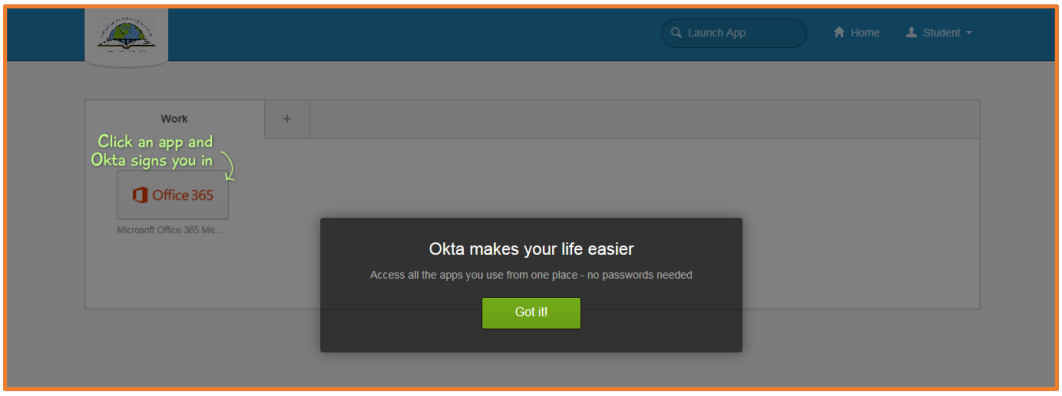
STEP 3 – Click **SIGN IN**

STEP 4 – Next, you must select a **SECURITY IMAGE** from the options provided. Once you have chosen your image of choice, click on **CREATE MY ACCOUNT**.



Accessing Student E-mail for the First Time

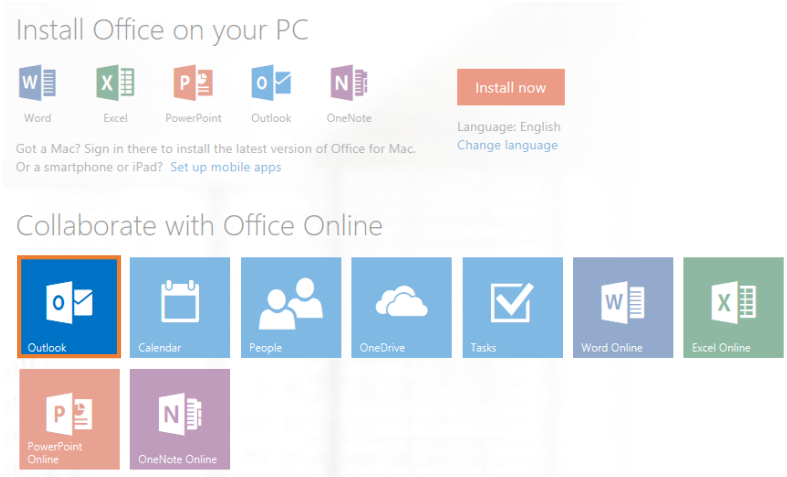
STEP 4 – You will be shown an **OKTA WELCOME SCREEN** such as the one below. Click on **GOT IT** to move forward.



STEP 5 – Click on the **OFFICE 365** button



STEP 6 – You've reached the OFFICE 365 Home Page. Click on the square **OUTLOOK** button to access your e-mail.



STEP 7 – The **LANGUAGE** option will default to **ENGLISH (CANADA)** and requires no change. The **TIME ZONE** should be set **to (UTC – 07:00) MOUNTAIN TIME (US & CANADA)**

STEP 8 – Click **SAVE** to complete the setup. You will be redirected to your new inbox!