

SPS Student Email

Outlook is the email program that is part of Office 365. By using Outlook, students can communicate with their teachers and other students within Seattle Public Schools through email.


SPS Student Email

- Log-in to Outlook
- Learn the Layout
- Personalize Layout
- Change Default Language

Log-in to Outlook

There are a few ways to log-in to Outlook

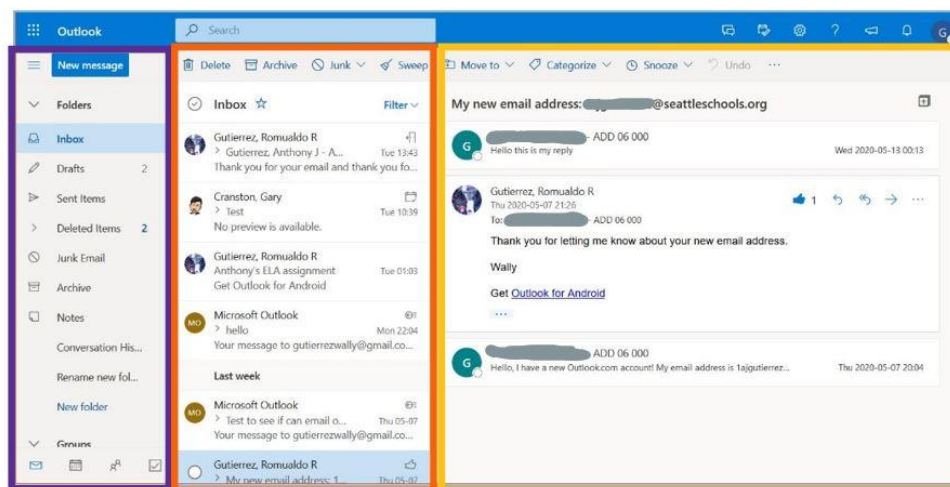
1. Open a web browser like Chrome, Edge, Firefox, or Safari.
2. Go to one of the following:
 - a. <https://outlook.office.com>
 - b. www.seattleschools.org and click **Students** and select **Office 365**
 - c. www.seattleschools.org and click **Students** and select **Student Portal** (also opens Office 365, the Source, and Schoology)
3. Log on with your SPS Student Username and Password

If you have an SPS laptop, you can click the Student email icon  on your desktop or click the Window icon on the bottom left of your computer screen and choose the icon.

Learn the Layout

There are 3 main areas or panes in the layout of Outlook. Whatever you select in the Folder pane determines what appears in the Message pane, which determines what appears in the Reading pane.

1. Click **Inbox** in the Folder pane.
2. View the messages that you have received in the Message pane and select a message.
3. Preview the selected message in the Reading Pane.



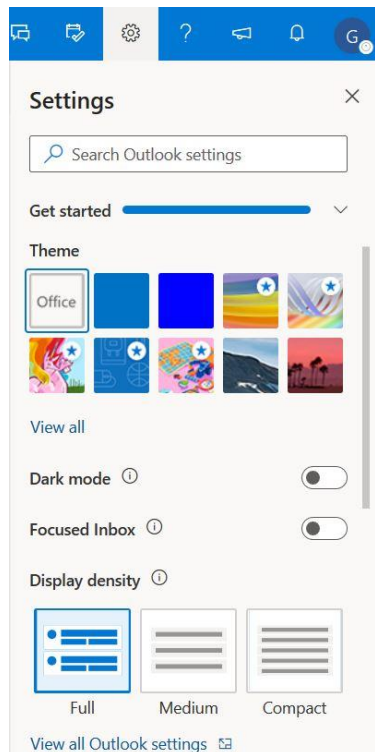
Folder pane

Message Pane

Reading Pane

Personalize Layout

You can change the layout in Outlook to fit your personal taste by changing the default settings.



1. Click the Gear icon to open **Settings**.
2. Pick a **Theme** by clicking on the design that you like.
3. View display in **Dark mode**.
4. **Focused Inbox** - Sort messages in the Inbox into Focused and Other.
5. **Display Density** – Change how many messages are shown in the Message pane

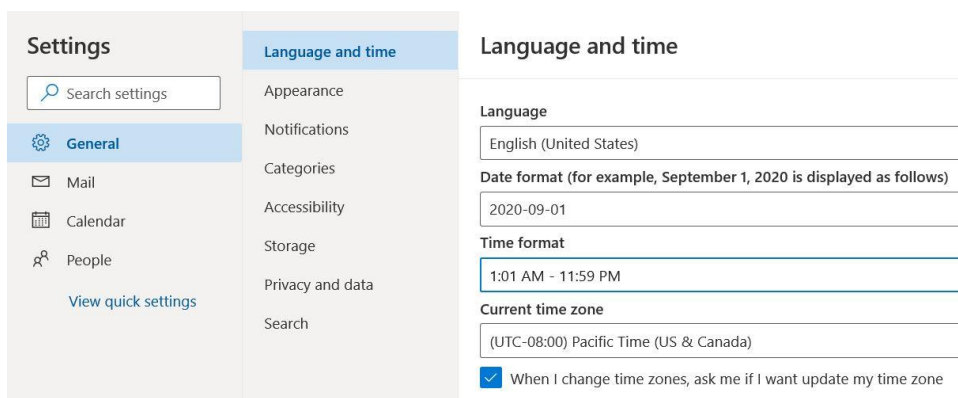
Scroll down to view more options

6. **Conversation view** – show replies to the same message together with the newest on the top or bottom
7. **Reading pane** can show on the right or the bottom

Change Default Language and Time Format

You can change the Language default settings to better suit your needs.

1. Click the Gear icon to open Settings
2. Click **View all Outlook settings**.



3. Click **General** in the left hand side of the new Settings menu.
4. Select **Language and time**.
5. Click on the default language (English) and select another language from the pop-up menu.
6. **Recommend** to change the **Time Format** to **1:01 AM – 11:59 PM**.
7. Click **Save** and close the window.
8. Reload the web page for the changes to take place.