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
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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.
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.