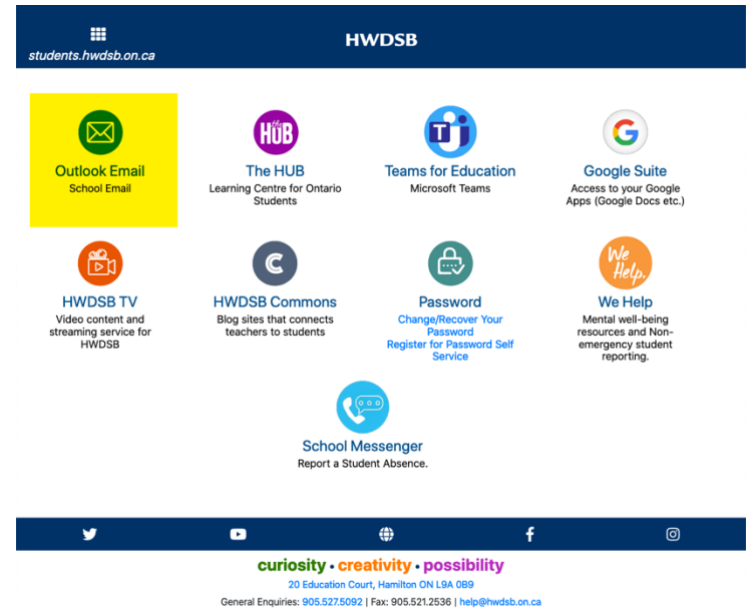




## Student Access to Email at HWDSB

All HWDSB students are given an email address through the Microsoft 365 service.

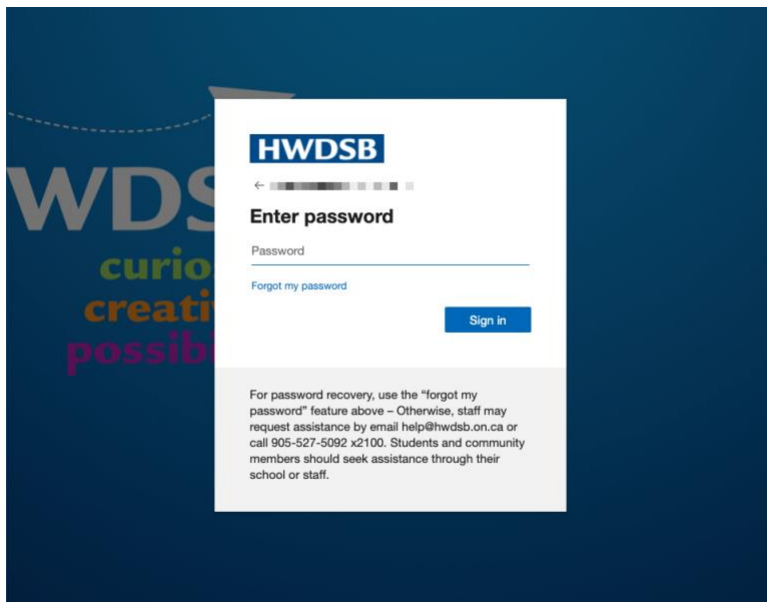
If you have a board iPad assigned to you, this address is accessible through the Mail app on the iPad. On other devices you can access the email account through an internet browser by visiting <https://students.hwdsb.on.ca> and clicking the Outlook Email button.



Once you click the email button, if you are not already signed into another HWDSB tool (e.g. Teams, The HUB) you will be asked to sign in using your board username and password.

Note your username and password used to sign into email is the same as the one used to access all of the other HWDSB tools.

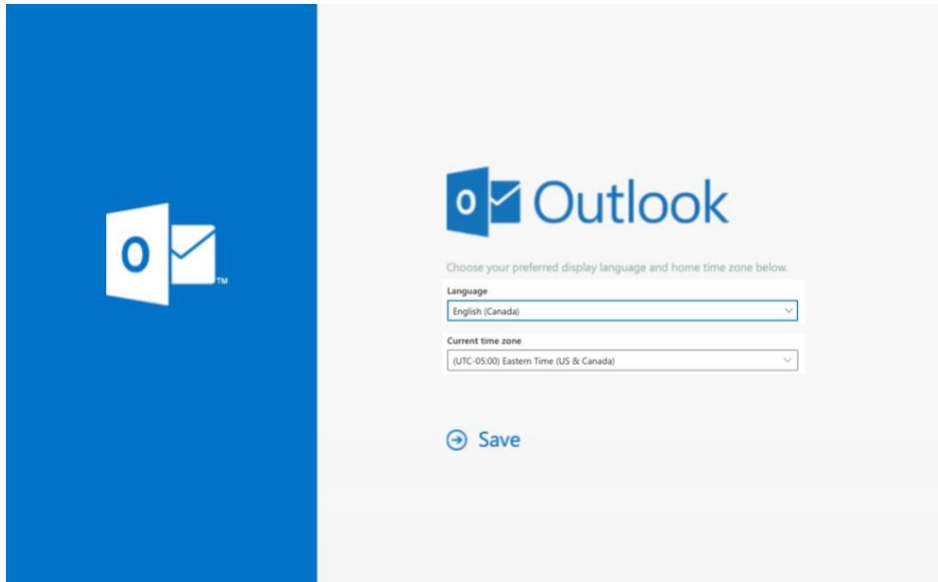
**If you are unsure of your username or password, contact your teacher who will be able to reset it for you.**





When you initially launch email for the first time you may need to configure your language and timezone settings. Select **English (Canada)** in the Language drop-down and **(UTC-5:00) Eastern Time (US & Canada)** in the time zone drop-down.

Click **Save** to continue.



Once you are logged into the Outlook email tool, you will find your **Inbox** where new messages will appear, and a **New message** button, that can be used to create a new email message.

