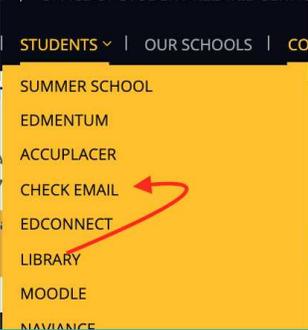


# How to Access Your Outlook Email and Your Schoology Password

This guide is to show you how to Access Your Schoology Account through your Microsoft Outlook Email Account. Once Log Into Schoology, You will be able to see all of your courses! Schoology is our new learning management system where all your school work, assignments, zoom info, grades will be posted. You will learn more throughout the month of September.

### STEP 1: Go to [www.essextech.org](http://www.essextech.org)



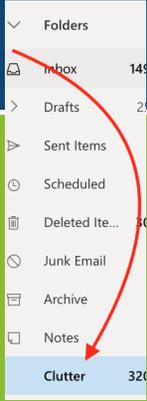
Under Students  
Click on Check Email

### STEP 2: Your Outlook Login



Your Outlook Email is  
**SCHOOLIDNUMBER@essextech.org**  
ex. 201891@essextech.org  
Password is the same password for  
your gmail and how you login into  
your computer

### STEP 3: Check Your Clutter Folder



Go to your inbox or Clutter Folder  
for Email from Schoology

### STEP 4: Look for an Email from Schoology



Schoology will send you an email  
with your account info

Your login  
**SCHOOL ID NUMBER**  
But also a Password, and  
Instruction on how to login.

### STEP 5: Login to Schoology



Go to Go to  
<http://essextech.schoology.com>

Enter School ID Number  
And Password that was sent



### STEP 6: Your Courses Courses will Appear on 9/2



Once you log in, you are automatically  
enrolled in all your school courses.

\*If you go to [www.schoology.com](http://www.schoology.com)  
you will need to login in by email  
**SCHOOLIDNUMBER@essextech.org**

If you do not see the email, do not worry. All homeroom instructors will also have your logins during the first week of School. For More info on Schoology click here <https://www.youtube.com/watch?v=qpnvZVuq4A0>