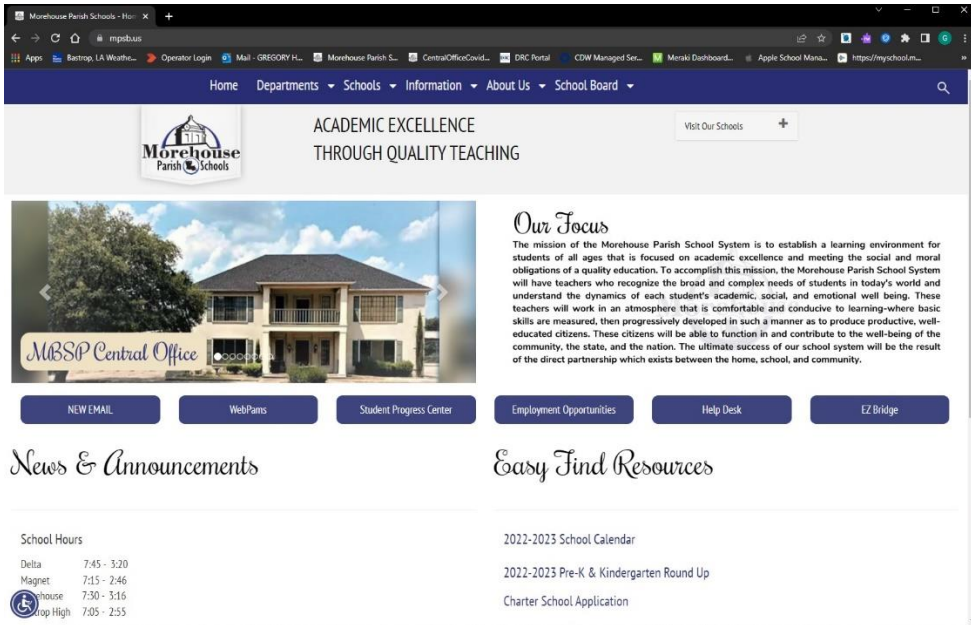


HOW TO LOG INTO YOUR OUTLOOK ACCOUNT

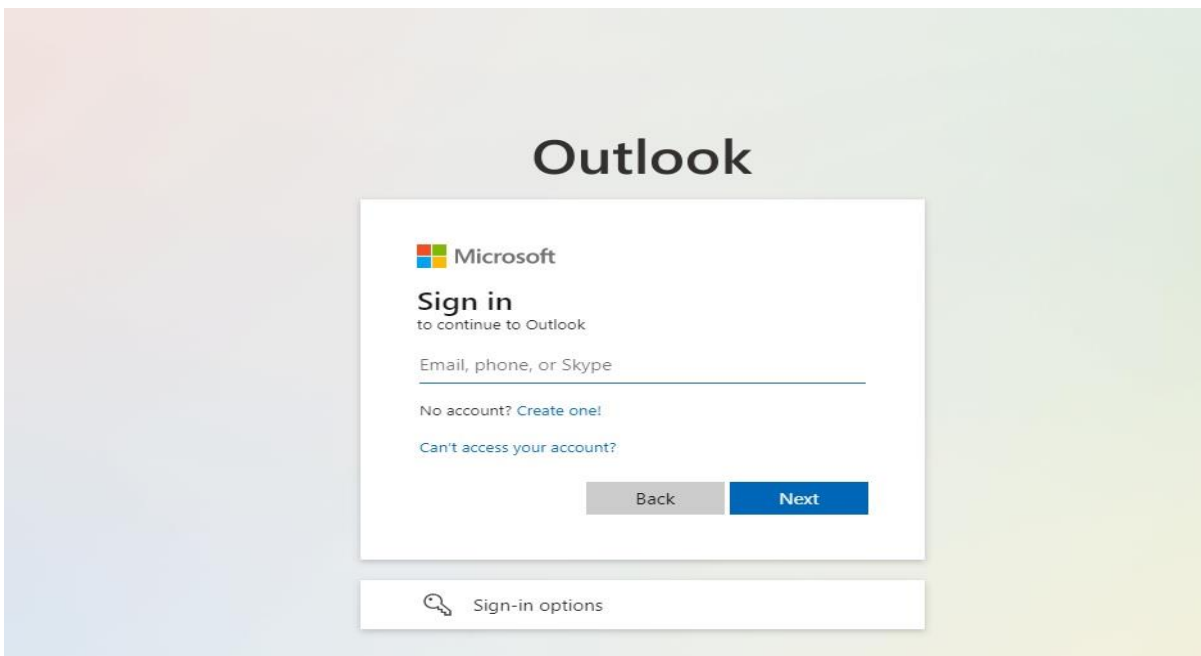
Teacher and Staff

This will be what you need to do to log into your Email.

Step 1. Go to the MPSB website and click on the **NEW MAIL** tab.



Step 2. In the sign in page login with your MPSB Email Address.



HOW TO LOG INTO YOUR OUTLOOK ACCOUNT

Step 3. Use the Temp Password **Edu1234!** to log in.

Step 4. You will be asked to change your password. The password must be 8 characters long with a capital letter, number, and a special character.

Step 5. The change password fields will be as follows.

Current Password: **Edu1234!** (Use the Temp Password For Current Password)

New Password:

Confirm Password: