



Accessing Student E-mail for the First Time

STEP 1 – Navigate to student e-mail by using the **STUDENT E-MAIL** shortcut on the desktop or by using the following URL: <http://smail.letbsd.ab.ca>

STEP 2 – Student authentication will occur automatically while accessing their e-mail on site (at School). From home, you will see the **SIGN IN** window below.

Sign In

Username

Password

Remember me

[Forgot password?](#) | [Help](#)

Your security image ?

You must enter your **SCHOOL DISTRICT CREDENTIALS** to log in. (The same credentials used to access computers at school)

STEP 3 – Click **SIGN IN**

STEP 4 – Next, you must select a **SECURITY IMAGE** from the options provided. Once you have chosen your image of choice, click on **CREATE MY ACCOUNT**.

Welcome to Lethbridge School District No. 51, Student!
Create your Lethbridge School District No. 51 account

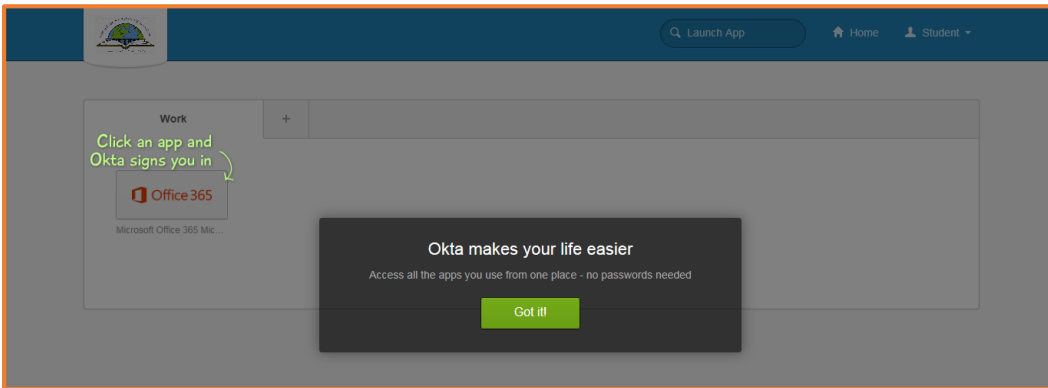
Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Oki's, and not a fraudulent website.

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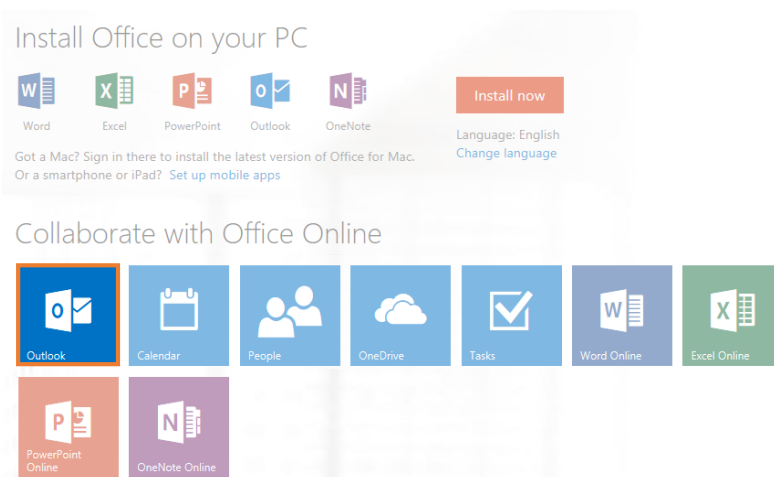
STEP 4 – You will be shown an **OKTA WELCOME SCREEN** such as the one below. Click on **GOT IT** to move forward.



STEP 5 – Click on the **OFFICE 365** button



STEP 6 – You've reached the OFFICE 365 Home Page. Click on the square **OUTLOOK** button to access your e-mail.



STEP 7 – The **LANGUAGE** option will default to **ENGLISH (CANADA)** and requires no change. The **TIME ZONE** should be set to **(UTC – 07:00) MOUNTAIN TIME (US & CANADA)**

STEP 8 – Click **SAVE** to complete the setup. You will be redirected to your new inbox!



How to Configure Office 365 for Mobile

By Tyler Payant

STEP 1 – Download the **OFFICE MOBILE** app from the appropriate app store. This will also work for the **ONE DRIVE** app.

STEP 2 – Launch the application and enter the following credentials when prompted:

USERNAME: Username@lethsd51.lethsd.ab.ca (Where Username equals your School District username)

PASSWORD: School District password (Same one used to access school computers)

STEP 3 – Click **SIGN IN** and you're done.