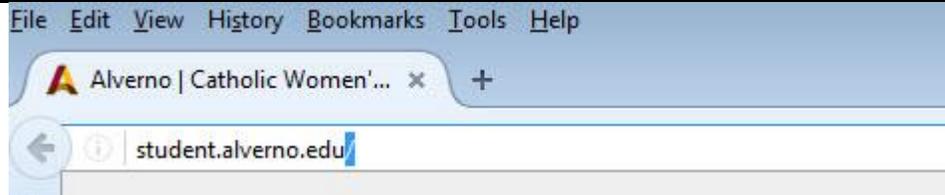
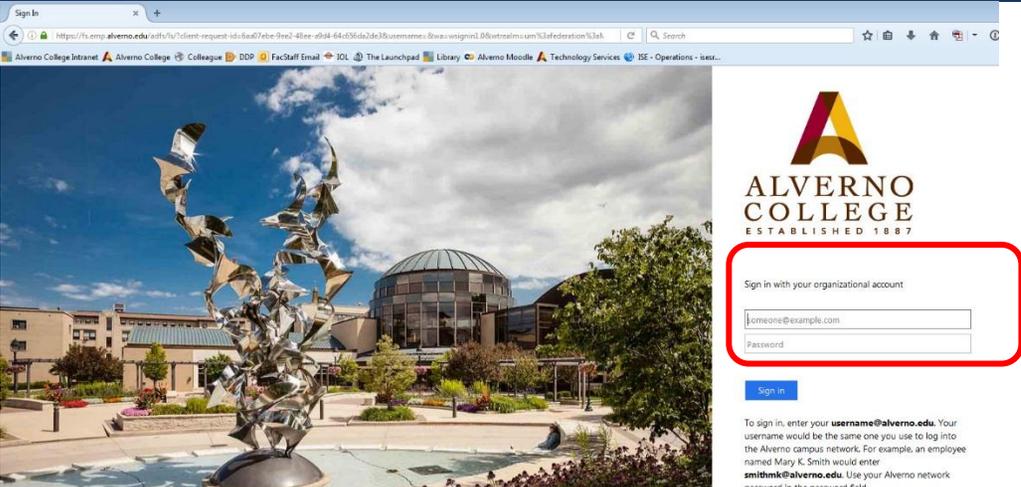
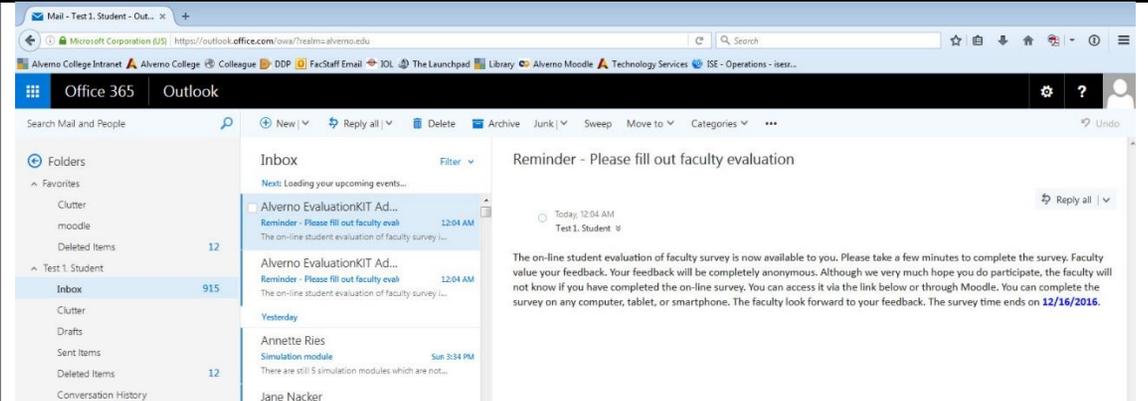
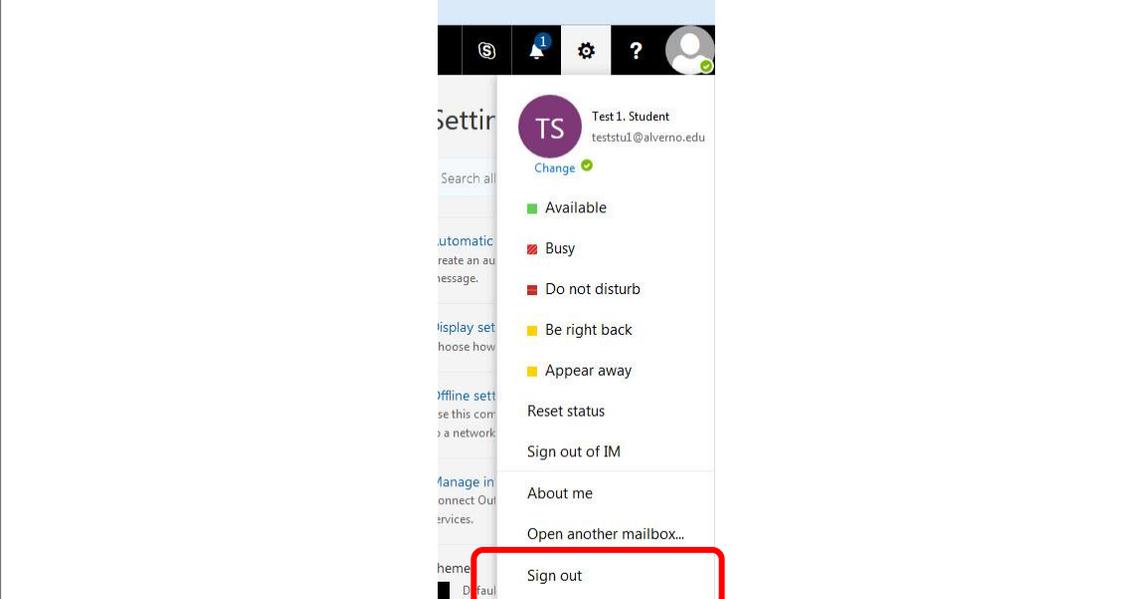


Logging into your Alverno Office 365 Student Email Account

Task	Screen Shot
<p>1. Open a browser and navigate to: student.alverno.edu</p>	
<p>2. This will open the Alverno sign in page pictured to the right. Make sure that when you enter your account you use the following format:</p> <p><u>username@alverno.edu</u> <i>your password</i></p>	

Task	Screen Shot
<p>3. You will be redirected to your Office 365 Outlook Inbox where you can work with your official Alverno email account.</p>	 <p>The screenshot shows the Outlook web interface. The left sidebar shows the 'Folders' pane with 'Inbox' selected, containing 915 items. The main area displays the 'Inbox' with a reminder email titled 'Reminder - Please fill out faculty evaluation' from 'Test 1. Student' at 12:04 AM. The email content states: 'The on-line student evaluation of faculty survey is now available to you. Please take a few minutes to complete the survey. Faculty value your feedback. Your feedback will be completely anonymous. Although we very much hope you do participate, the faculty will not know if you have completed the on-line survey. You can access it via the link below or through Moodle. You can complete the survey on any computer, tablet, or smartphone. The faculty look forward to your feedback. The survey time ends on 12/16/2016.'</p>
<p>4. When you are finished, you will want to logout of your email by clicking on the picture icon in the upper right hand corner and choosing Log Out from the drop down menu. You can then close your browser.</p>	 <p>The screenshot shows the user profile menu in Outlook. The user is 'Test 1. Student' with email 'teststu1@alverno.edu'. The menu options include 'Available', 'Busy', 'Do not disturb', 'Be right back', 'Appear away', 'Reset status', 'Sign out of IM', 'About me', 'Open another mailbox...', and 'Sign out'. The 'Sign out' option is highlighted with a red rectangle.</p>