



# CAMPBELL RIVER

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## School District 72

## Accessing the @stu.sd72.bc.ca Email

Students can access their SD72 email address a number of ways:

### On desktop/laptop using Office.com

1. Open browser. Go to “office.com” and log in using [firstname.lastname@stu.sd72.bc.ca](mailto:firstname.lastname@stu.sd72.bc.ca) and network password
2. Click on the Outlook icon
3. The website can now be bookmarked/favorite OR dragged to the desktop for easy access.

### On mobile device using Office.com

1. Open browser (Chrome on Android and Safari on iPhone). Go to office.com and login using [firstname.lastname@stu.sd72.bc.ca](mailto:firstname.lastname@stu.sd72.bc.ca) and network password.
2. Click on the Outlook icon.
3. Save (share) this site to the home screen for easy access.

*See links below for YouTube videos on how to do so*

[iPhone](#)

[Android](#)

### On mobile device using the installed Outlook app

1. Go to app store and search, “Microsoft Outlook”.
2. Download app
3. Open
4. Log in using [firstname.lastname@stu.sd72.bc.ca](mailto:firstname.lastname@stu.sd72.bc.ca) and network password
5. Leave as is OR configure app settings by clicking on your user icon located top left.
6. Configure personal customization – make sure notifications are enabled so user is notified when new emails are delivered.

\*\*\*\* Please note, if students cannot remember the network password, they can reset it themselves IF they have completed the “Register for Password Reset” from the Quicklinks on the SD72 homepage.

 [Change or recover your Password](#)

If they have not done this yet, they must contact their teacher to put in a request to the help desk.