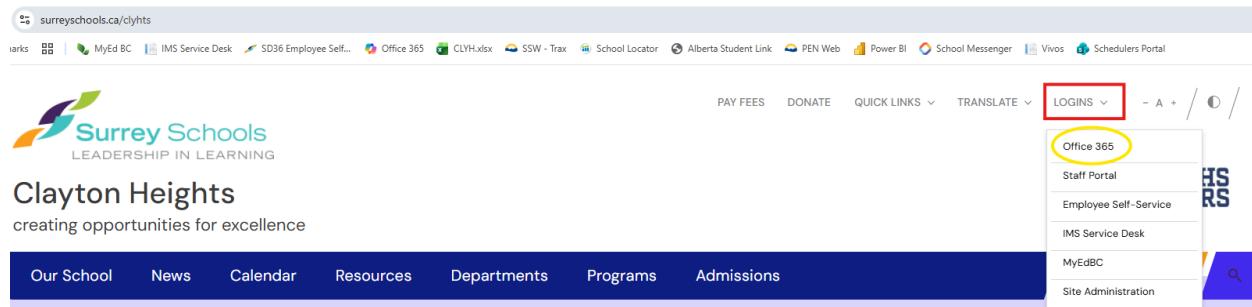




## HOW DO I LOG INTO MY SURREYSCHOOLS EMAIL?

### **STEP 1**

Go to Clayton Heights website (<https://www.surreyschools.ca/clyhts>) and click on 'LOGINS' and select 'Office 365' from the drop down menu.

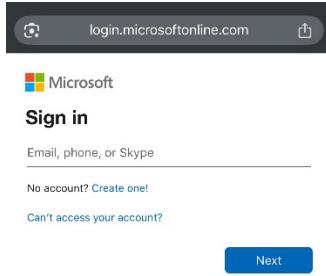


**OR**

If on a cellular device, enter outlook.office.com into the search bar.

### **STEP 2**

Sign in to Outlook using your username and password. This is the same username and password that is used to sign onto a school computer or your TEAMS account.



## **PASSWORD RESET**

If you do not remember your surreyschools password, please have one of your teachers reset it for you. **The office is unable to reset this password.** Once password is reset by a teacher, you must log in the first time with your new password on a school device. After initial log in, then you can log in on a cellular device or personal computer.