Checking Student E-Mails

1.) Go to portal.office.com

2.) Enter your login which is (First 3 letters of your first name . Last Name @crec.org)
Example: Greg Boucher is gre.boucher@crec.org

3.) If asked, select “Work or School Account”
4.) You will be redirected to the login page. Enter your username and password. Your password is ghaa+student ID
   Example: Student ID is 1234 password: ghaa1234

5.) Once in, select the icon in the top left corner.

6.) Select Outlook.