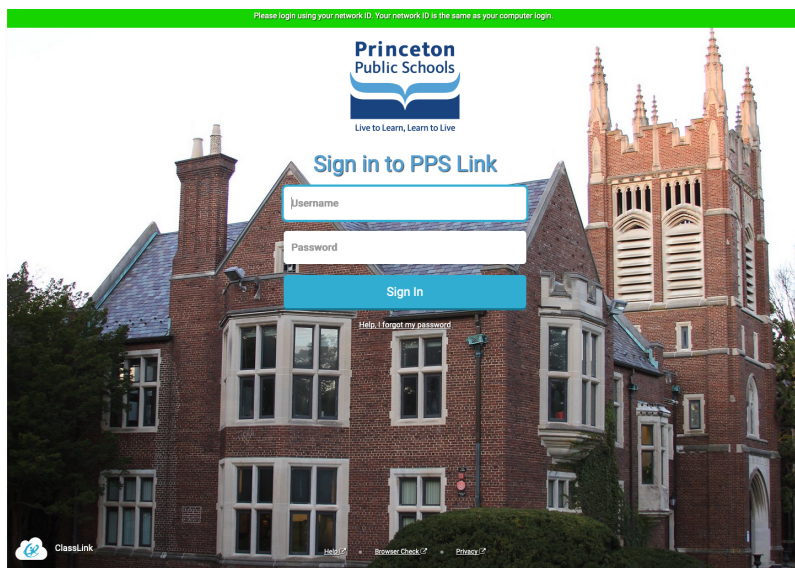


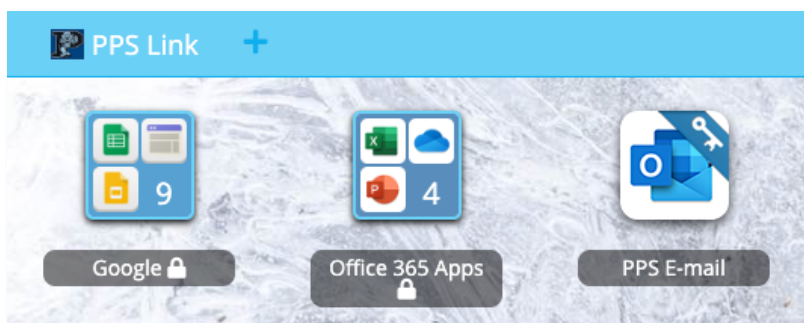
How to Access Student Email

Method 1: PPS Link

1. Open a web browser and navigate to <http://link.princetonk12.org>



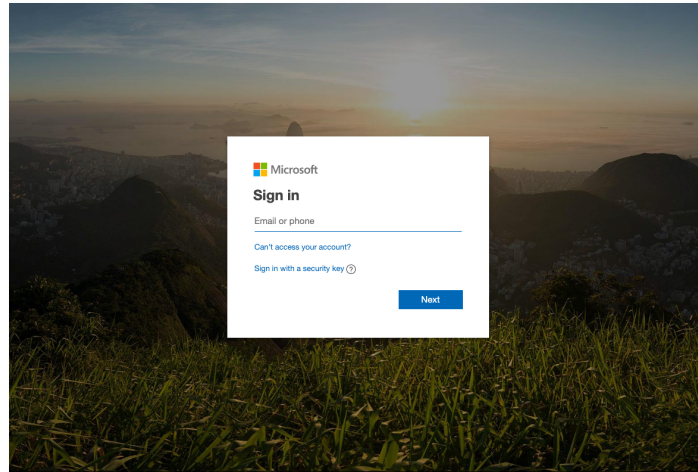
2. Login using the same username and password that you use to login to a computer.
3. Click on the PPS E-mail icon.



4. If this is your first time using PPS Link, you will be asked to install an extension. Go ahead and do the installation. This will pass your username and password from PPS Link to the different programs.

Method 2: Login to Office 365

1. Open a web browser and navigate to: <https://portal.office.com>
2. You will see the following window appear:



3. Type in your email address.
(FirstInitialLastName@princetonk12.org) ex. jsmith@princetonk12.org
The beginning of the email should match the username you use to login to a computer.
4. When you enter your email address, the background image will reset to an image of Princeton High School.
5. Enter the same password you use to login to a computer.
6. When you login, you should see the Office 365 icons. Click on the Outlook icon. This will bring you to your email.

