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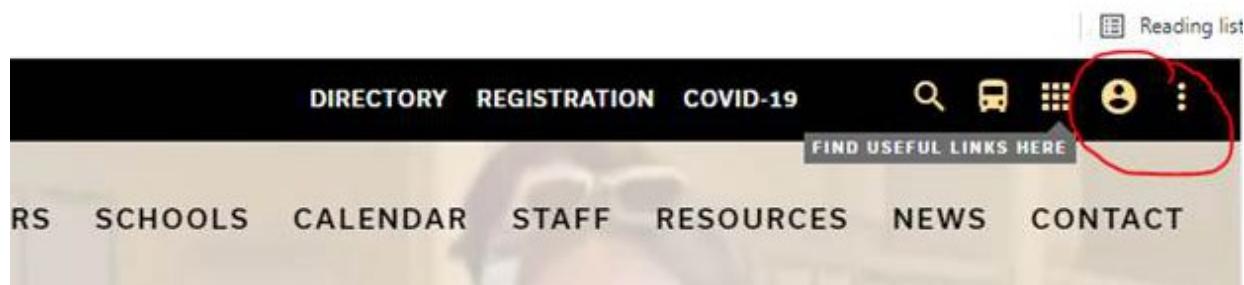
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**From:** Michele Gardiner  
**Sent:** Monday, May 16, 2022 9:57 AM  
**To:** Joni Treen <[Joni.Treen@sd76.ab.ca](mailto:Joni.Treen@sd76.ab.ca)>  
**Subject:** NEW Website Guide

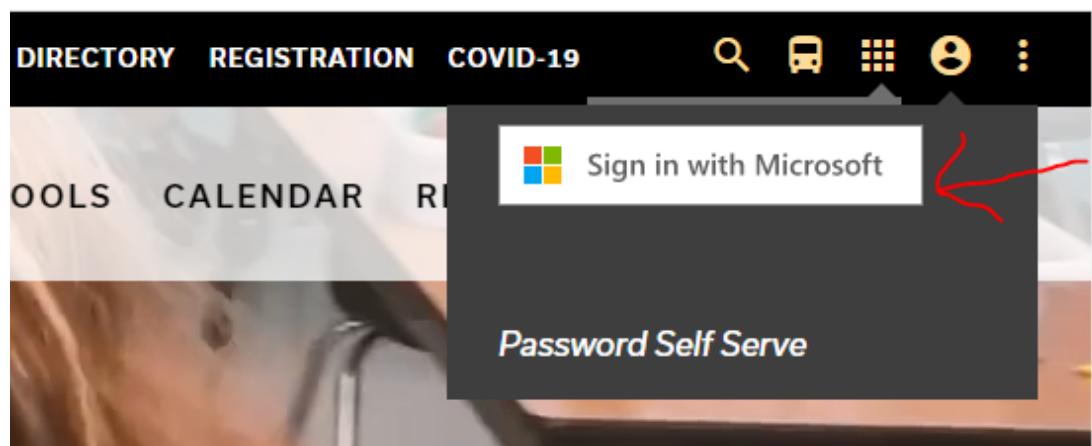
Hi,

Our website has changed and there is a different way to sign in. Here is a step by step guide;

- Log onto our website **mhpsd.ca**
- Click on the **Person Icon** on the top right corner of the page:



- Click on **“Sign in with Microsoft”**. This will be your **XXXChair@sd76.ab.ca** and enter in your password:



- Click **“YES”** when it asks “Stay Signed in”:



michele.gardiner@sd76.ab.ca

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes



- Click on the “waffle Icon”



- From here you can access your District Email under “Office 365 (EMAIL)”

