

Staff Instructions for Accessing District Email Outside the district

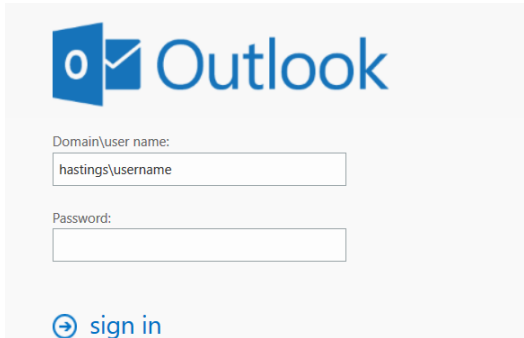
1. Go to the district webpage and click on “Faculty” in the upper right hand corner.



2. Click on “Email”



3. In the **Domain\Username** Field, enter Hastings\ followed by your username (this is usually first initial followed by last name). Enter your email password.



If you forgot your password, contact Help Support at 651-480-7101 or submit a helpdesk ticket: <http://hms-spice-srv/portal>