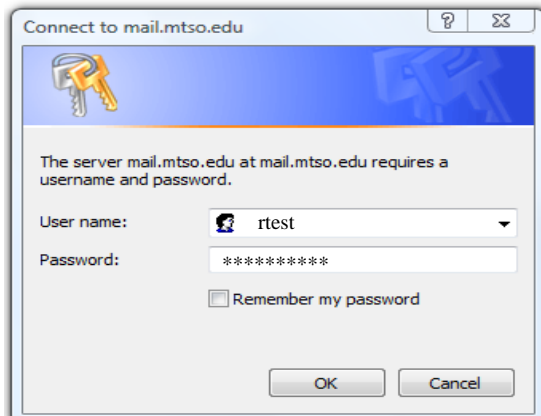


Accessing your Outlook Web Access account:

Your school provided email account will be the first letter of your first name and your last name. So Randy Test's email will be rtest@mtso.edu. Web Outlook can be accessed from the MTSO homepage (<http://www.mtso.edu>) Click on the Web Mail link under the Gateways button located on the top right . You will be prompted to enter your username and password. Your username will be the first letter of your first name plus your last name. So Randy Test's username will be rtest. Your student i.d. IN ALL CAPITAL LETTERS will serve as your password. You may change your password from the Web Outlook mailbox. Detailed instructions for this process can be found under the Instructions link on the Gateways tab.

Gateways

Web Mail



Connect to mail.mtso.edu

The server mail.mtso.edu at mail.mtso.edu requires a username and password.

User name:

Password:

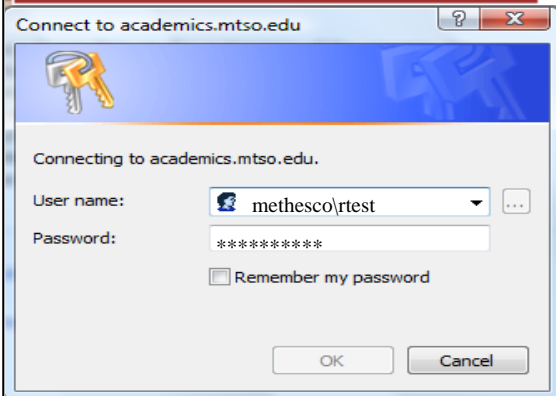
Remember my password

OK Cancel

Accessing the Academics Resources Pages (SharePoint) site:

The Academics site can be found under the Gateways button on the MTSO homepage. You will be prompted to enter your username and password. This information is the same *with the exception of entering methesco\ before your username. If you choose to change your email password, the new password will also apply to Academic Resources. Once you have accessed the Academic home page, you will find course sections listed in the two-letter tab across the top of the page. Use this to navigate to your individual courses. Additional Academic site help documents are located under the "Using SharePoint" link on the left side of the Academics Resources home page.

Academic Courses and Resources



Connect to academics.mtso.edu

Connecting to academics.mtso.edu.

User name:

Password:

Remember my password

OK Cancel

Accessing Student Grades, Schedule, etc. (Student Portal):

Student Grades, Schedules, etc. can be found under the Gateways button on the MTSO homepage. On your first visit to the site, you will need to create your own account by clicking on the Create a New Account Link under the login form. Follow the instructions to complete the registration process. An email will then be sent to your MTSO email account in order to complete the registration process. You will not be able to access the Student Portal until this verification is complete.

Student Grades, Schedule, etc.

Login

Required Field*

Please Login

Username*

Password*

[Create a New Account](#)

[Forgot your password?](#)