



Student Access to Webmail from HOME

To access student email account from HOME students will need to use the Outlook Web App – located on the student tab on the Lake Local website.

1. Go to www.lakelocal.org
2. Click on Students
3. Click on Outlook Web App
4. Username: Graduation year Last Name First name EX: (21munozlee)
 - a. Do Not Include the @student.lakelocal.org
5. Password: Last Four Digits of Student ID EX: (1234)
 - a. Do Not Include the world Lake
6. This is the process you follow to login to your email from HOME

If you have pinned Outlook to your task bar, there is not a login process when you are in SCHOOL – you simply click on the Outlook icon that is pinned to your task bar

You only need to follow the above steps when you are attempting to access your email from HOME.

Extra Helpful Tips

Lake Login:

Username: Graduation year last name first name Ex: **25smithjohn**

Password: last 4 digits of Lake student ID: **1234**

This login will be your login for your district assigned computer.

Lake email address: graduation year last name first name@student.lakelocal.org

Ex: **25smithjohn@student.lakelocal.org**



Canvas is our Learning Management System in which students will have access to teacher created content, assignments, grades and resources. This is also the platform students will use to submit assignments, papers, quizzes and tests. The link to Canvas can be found on the Lake Local website (www.lakelocal.org) under the STUDENTS tab.

Canvas Login: Username: first name.last name - Ex: **john.smith**

Password: last 4 digits of Lake student ID and the word lake – Ex. **1234lake**



HAC is the *Home Access Center* – this is where students and parents will access schedules and official grades. This is the official student information system for Lake Local Schools. The link to HAC can be found on the Lake Local website (www.lakelocal.org) under the PARENTS and STUDENTS tab.

HAC Login: Use the log-in information provided, enter your assigned username and password. If you have forgotten your password it can be reset by selecting FORGOT MY USER NAME OR PASSWORD on the HAC login page. Enter Lake username when prompted. Password will be sent to your Lake email address.

