

Tips for using Student Email:

- To get to student email, click on “Outlook” on your Launchpad
- You can also access student email through student tab on RSD website (click "students" then "email")
- Your email address is typically your firstname.lastname@students.rsd.edu and use your student log in password
- When you log into your email and see your inbox, you may see a “focused” and an “other” tab. If so, you may need to click on “other” to view some emails (sometimes Zoom meetings go here for example). If you would like to have emails all go to one spot follow one of these directions depending on how you are viewing Outlook

§ You can click the settings “gear” icon in the top right and then unclick “focused”

§ If you have the Outlook “app” here is a pic of what to do on desktop taskbar

