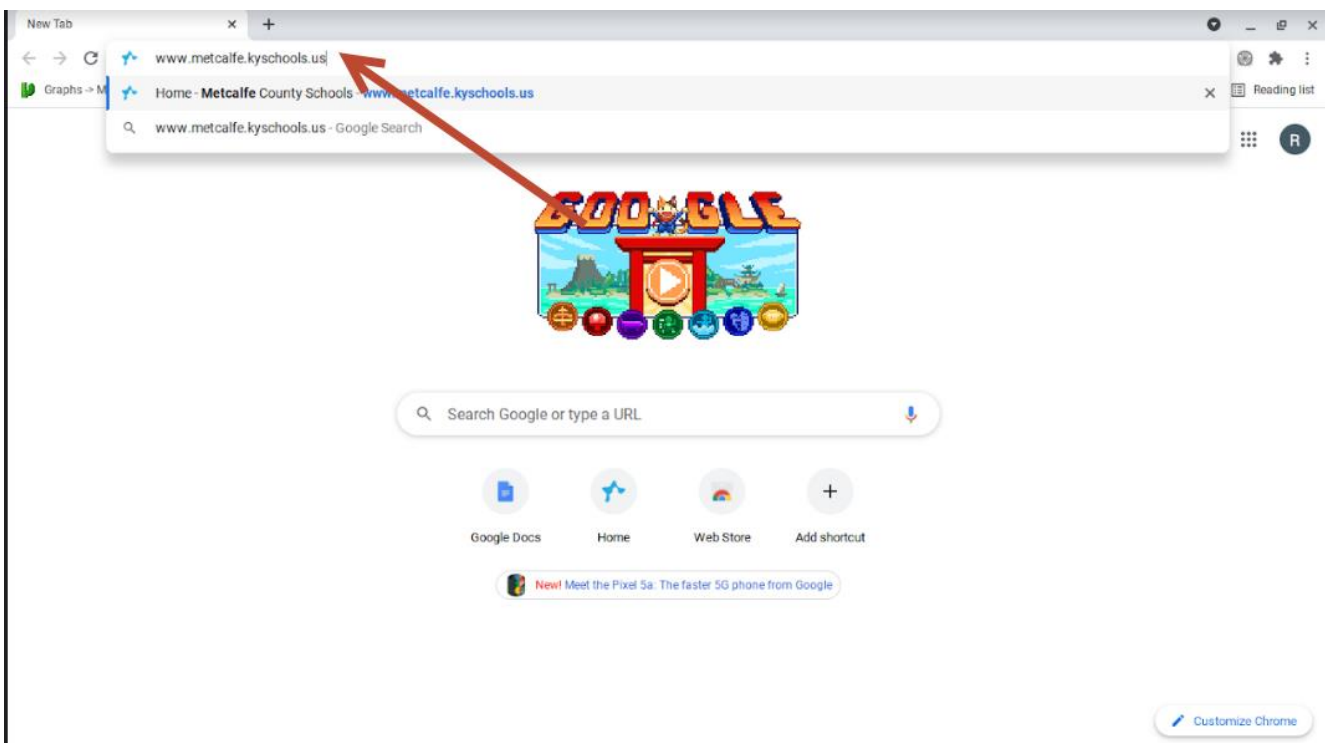


## Accessing Email

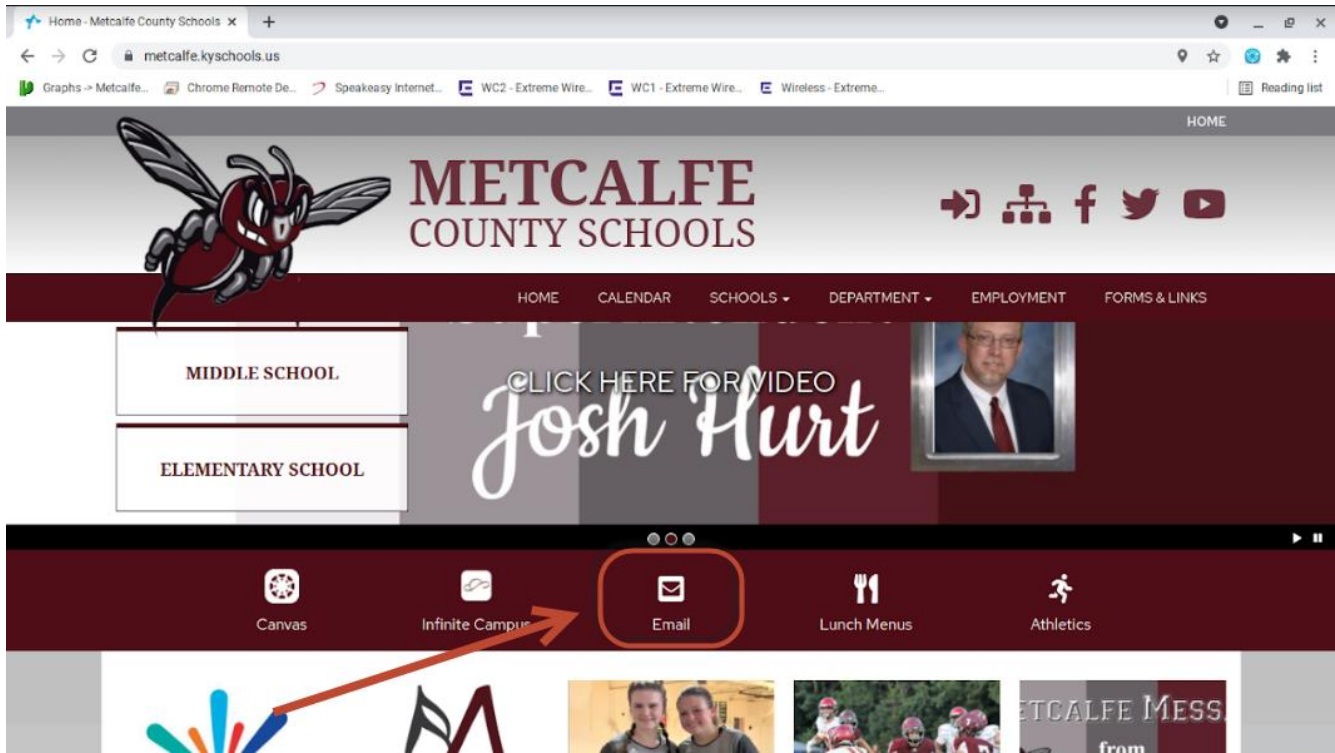
1. Open your chromebook and login with your Metcalfe County School District email address and password.
2. Once you are signed in, open **Google Chrome** by clicking the icon



3. Go to the school district homepage by typing in <https://www.metcalfe.kyschools.us>



4. Scroll down and click on the email icon



5. Email should open. If not click the "square" in the top left corner and select Outlook.

