

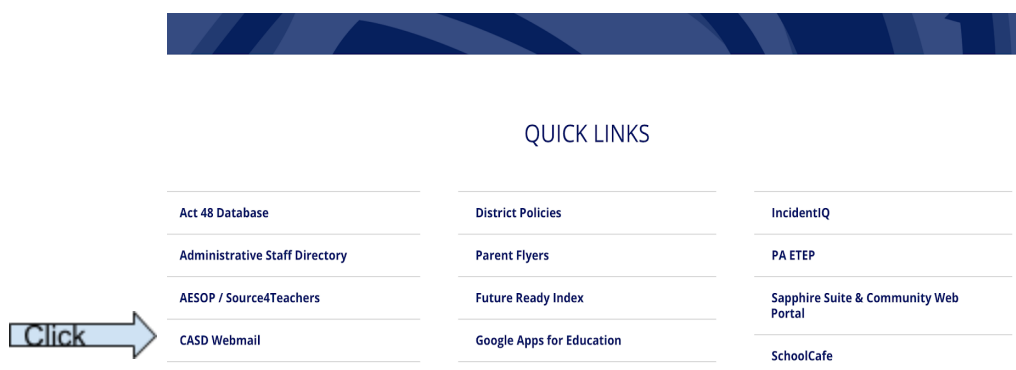
## Guide to Accessing Your School Email

Steps:

1. Go to the <https://www.casdonline.org> homepage



2. Scroll all the way down to see **Quick Links** and Click on CASD Webmail



3. You should see this: Enter your username ( Grad Year, First 5 letters of last name, first 3 letters of first name), for example **21shaulkyl**. You do not have to put @casdonline.org. Enter your password (Typically your ID or lunch number) They are the same thing.

A screenshot of the Microsoft Outlook Web App login interface. It includes a 'Security' section with radio buttons for 'This is a public or shared computer' (selected) and 'This is a private computer', and a checkbox for 'Use the light version of Outlook Web App'. Below this are input fields for 'User name:' and 'Password:', followed by a 'Sign in' button. At the bottom, it states 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'