


Your CPSB Outlook Mail and Office 365

- Using your CPSB mail for communicating with teachers.
- Using Office 365 to create assignments

Where to find your CPSB email.

- Using Launchpad to get to email
- Using CPSB Home Page to get to email
- Logging into your CPSB email (Outlook)
- How to use your CPSB email (Outlook)
- Using Office 365 for Outlook Mail, PP, Word and other features.

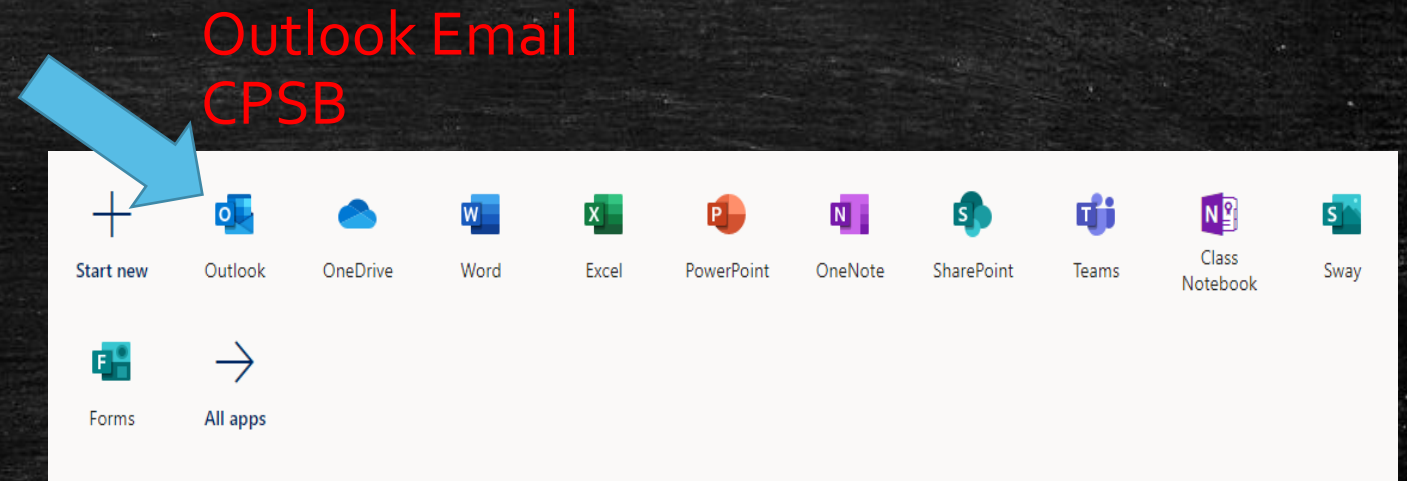
Using Launchpad to get to Office 365

- Log on to computer, click on Google, type in: www.cpsb.org
- Once you are on the CPSB Home Page, click on  at the top of the page.
- Go to the middle column, Resources, and scroll down until you see Launchpad. Click on it.
- Click Launch
- You may have to type a username and password. This will be the same as you use to get onto a CPSB computer.
- Now you will find the orange box labeled Office 365



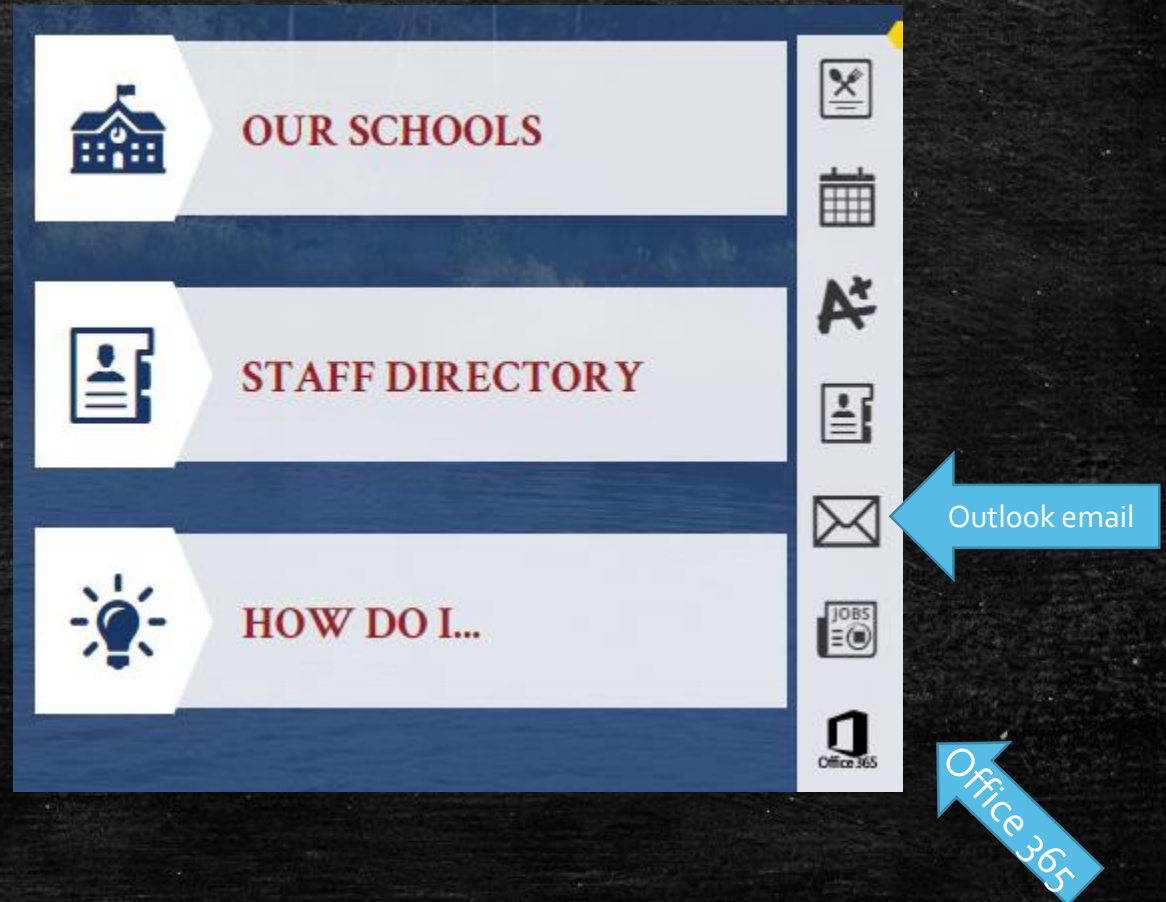
Using Launchpad to get to Office 365 continued

- Click on the Office 365 icon and you will see where your Outlook, PowerPoint, Word, Excel, and other Apps for you to use



Using CPSB Home Page to get to your Outlook email

- Log onto computer
- Click on Google
- Type in: www.cpsb.org
- Look on the right side of the page and find the envelope.
- Click on this envelope and it brings you straight to your email
- Office 365 is also located in this area.



Using CPSB Outlook Email

If you are logging in to your email for the first time:

- You will have to type in your CPSB email and password
- Your email will be: first initial, last initial, and ID#
- For example: tb123456@cpsb.org
- Your password is the password you use to log in to the computer.

If you have used your email previously:

- When you click on Outlook mail, it will go straight to your email.

Using Office 365



- Outlook → Email
- OneDrive → All documents are saved
- Word, Excel, PowerPoint → Used to for creating assignments
- OneNote → Teachers may use for Assignments

The best part about using Office 365 is that it will save all of your work so that you can return later if you are not finished. You can log onto any computer, get to your Office 365 and finish your assignment.

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