Student Emails and OneDrive

Go to webmail.gcsnc.com

Login information:

Username – student ID number as email
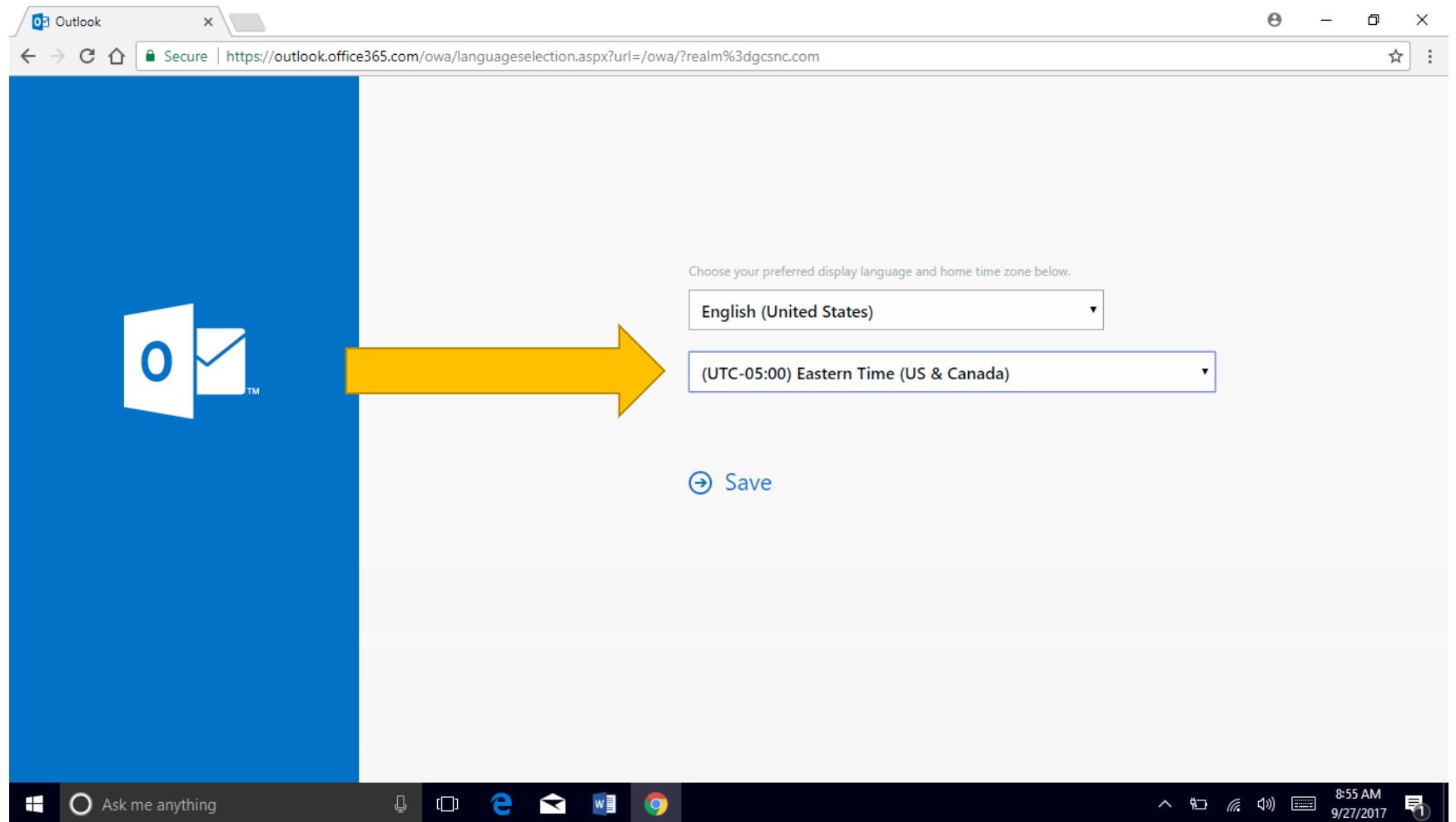
ex. 123456789@stu.gcsnc.com

Password – student date of birth

ex. MMDDYYYY

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At home, you'll have a login screen before this page.

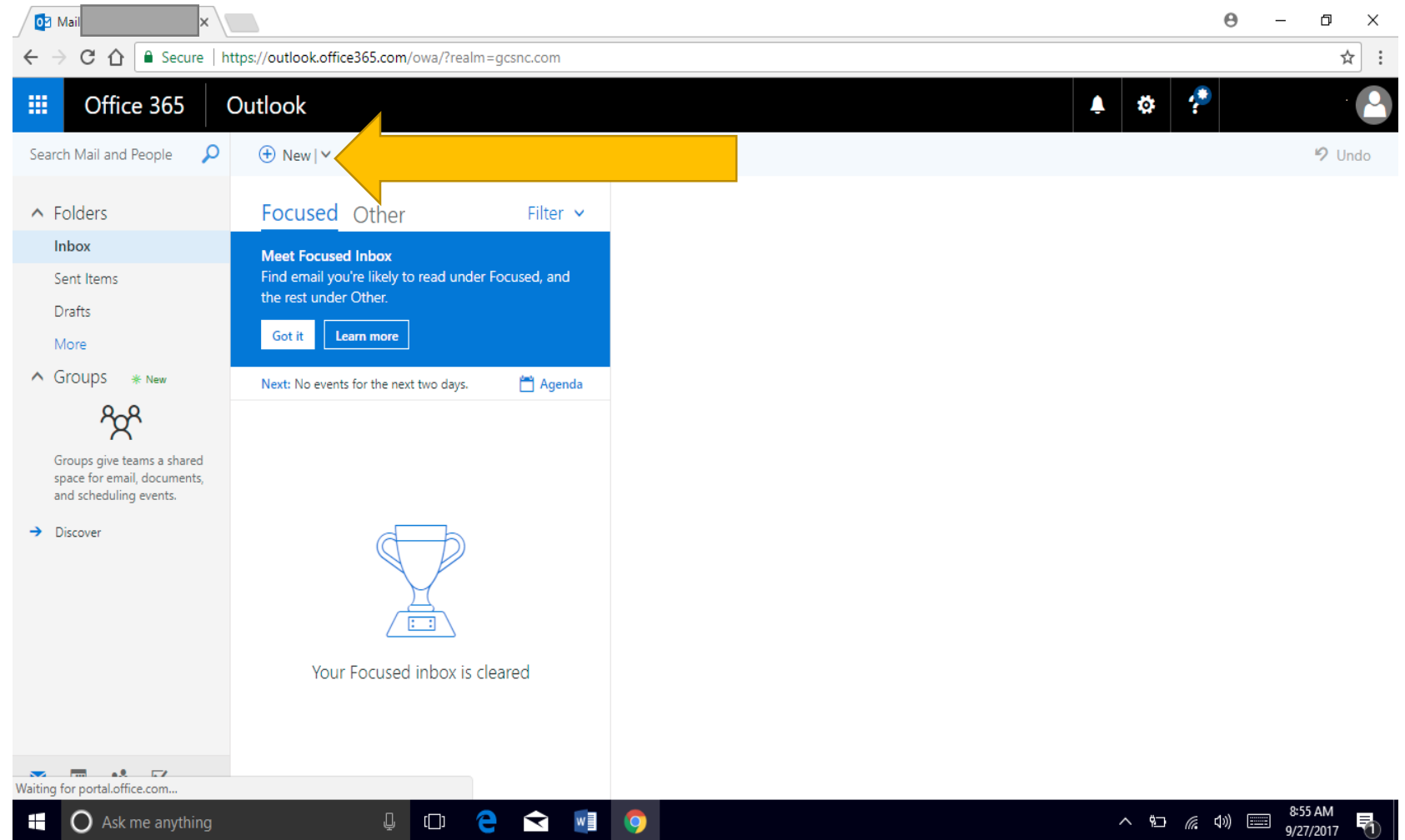Use the login info on the first slide.

Student Emails and OneDrive
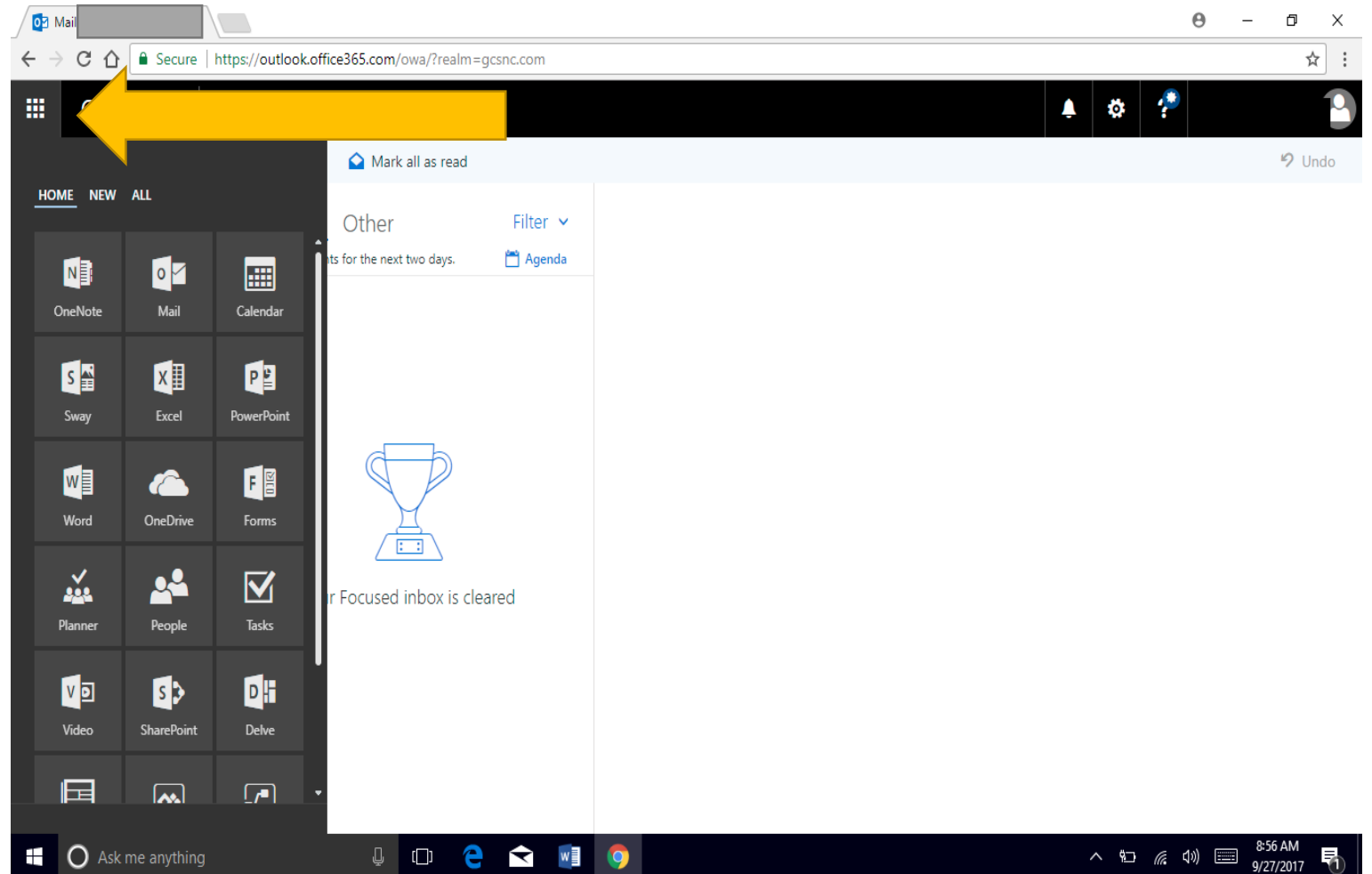
This is the email.

To send a new email, click new.

On the left in the gray bar, you can see sent emails and your inbox.
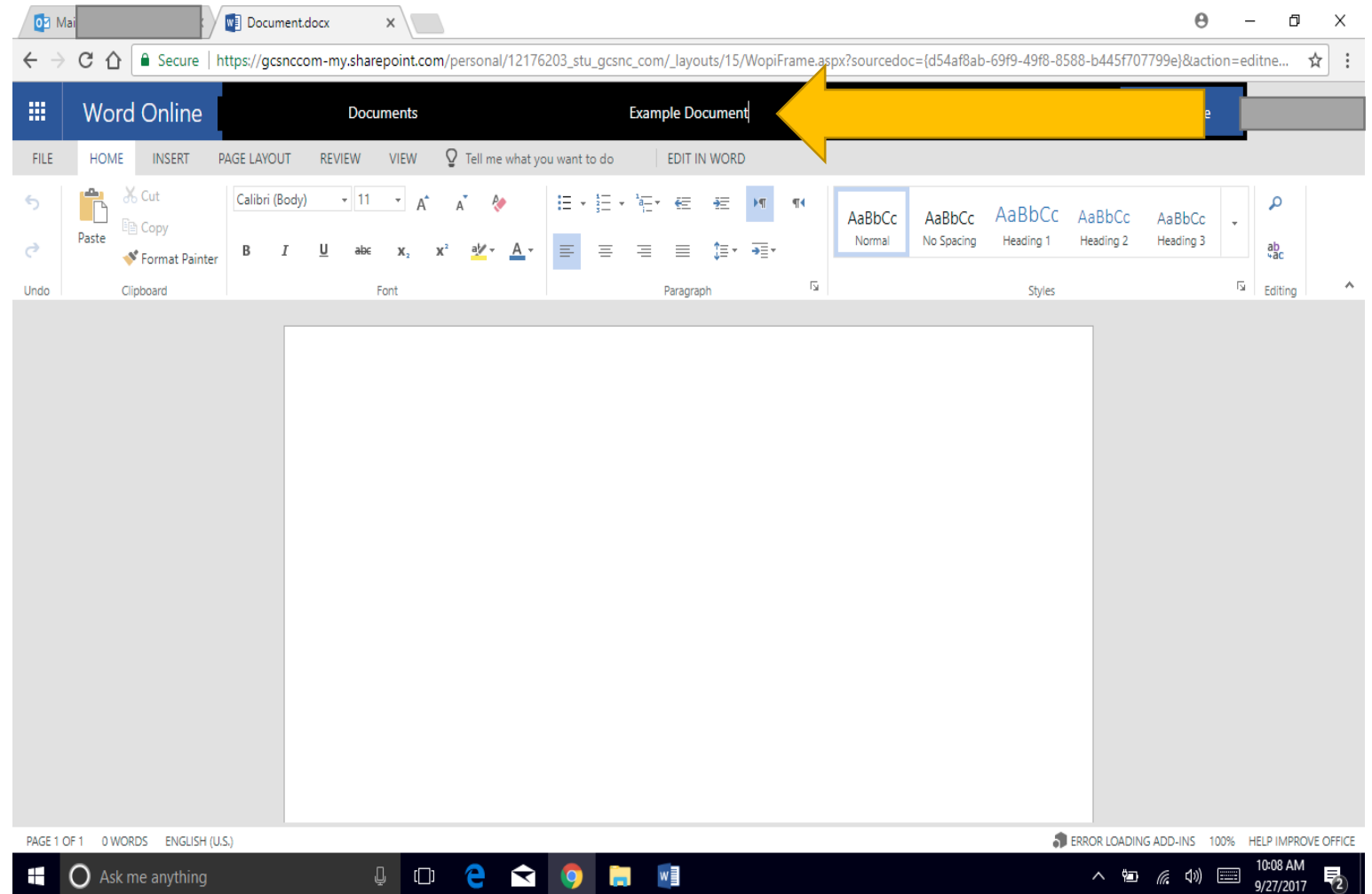
Student Emails and OneDrive

Click on the waffle to access Word, PowerPoint, Excel, etc.

Click on the tile for the program you want to use.
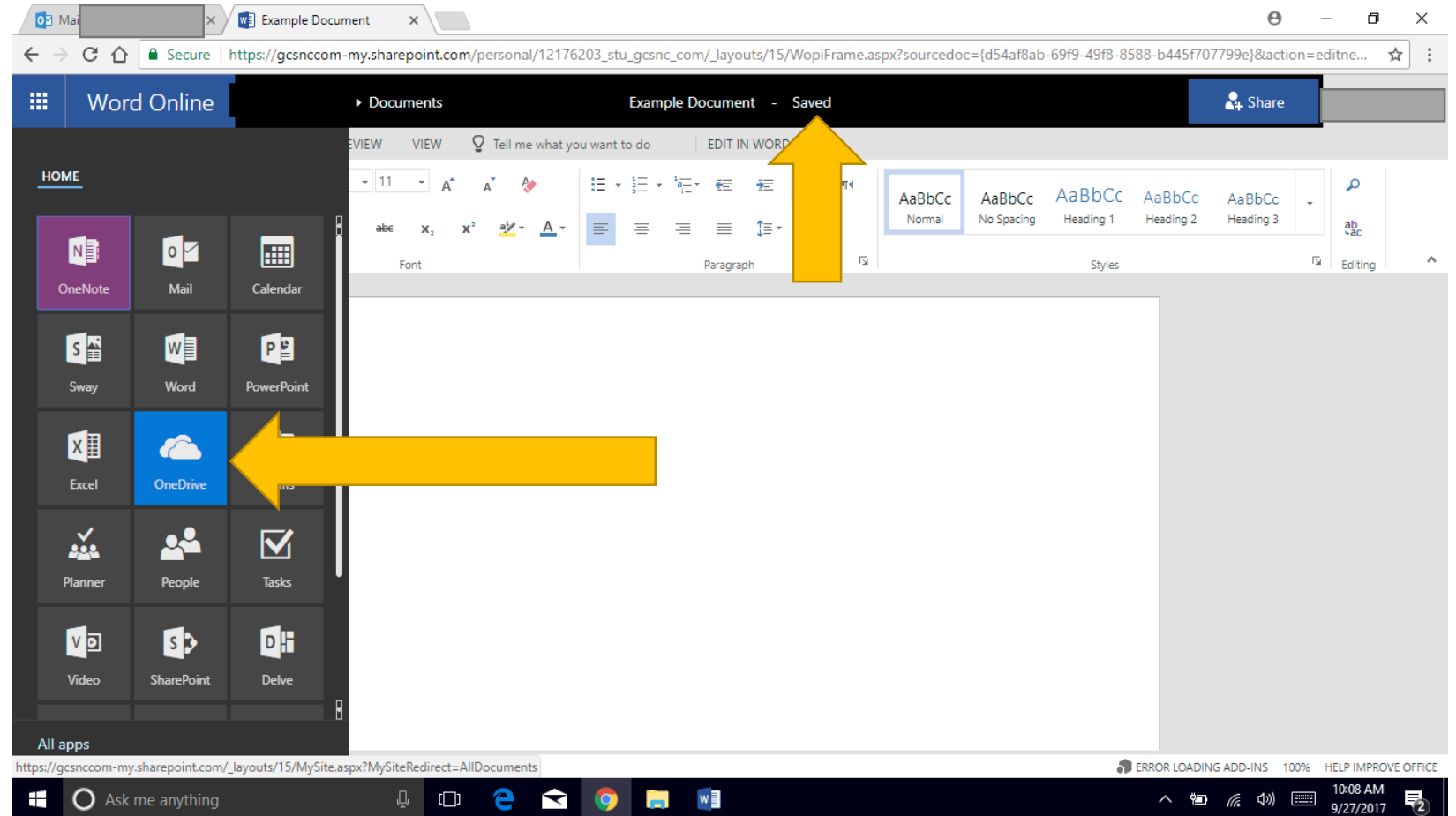
Student Emails and OneDrive

Change the name of the document at the top by clicking on 'Document' and typing.

Student Emails and OneDrive

Your document automatically saves as you work.

To see all your documents, click on OneDrive.

Student Emails and OneDrive

You can create folders by clicking on new to organize your files.

Click on the title of the document to open it and continue working.

The gray boxes are to hide the student's information.

Student Emails and OneDrive

Once you click on the document title, you'll click Edit in Browser to begin editing the document again.