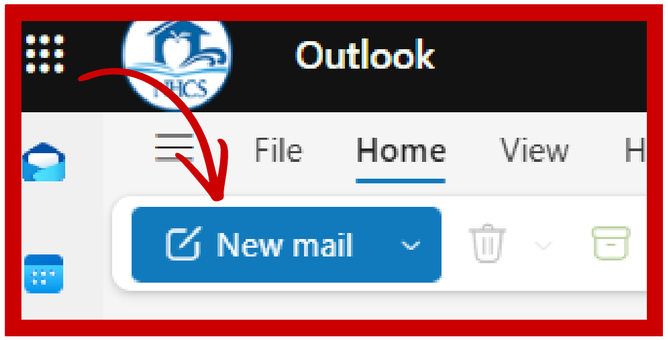
STUDENT GUIDE
Composing Outlook Email

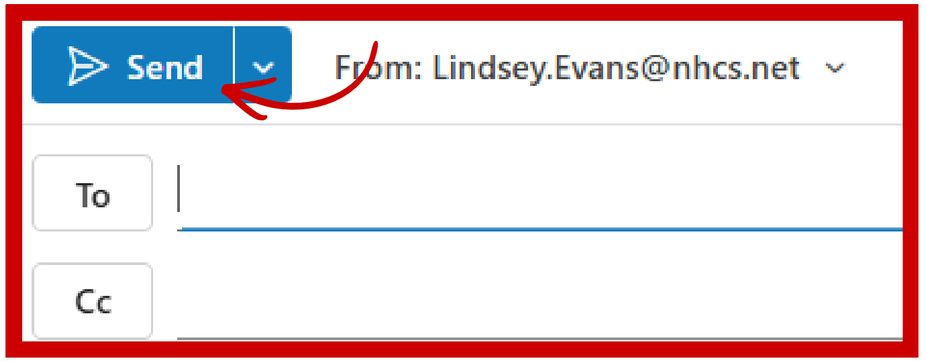
1. Click “New Mail”



2. Type the email address in the "To" box. Then write a subject (what the email is about) and type your message in the body of the email.



3. Click “Send”





Help Desk

The Help Desk can assist students, parents, and staff with resetting account passwords and troubleshooting login issues.

HOURS: Monday - Friday
7:30AM - 5:00 PM

(910) 254-4288