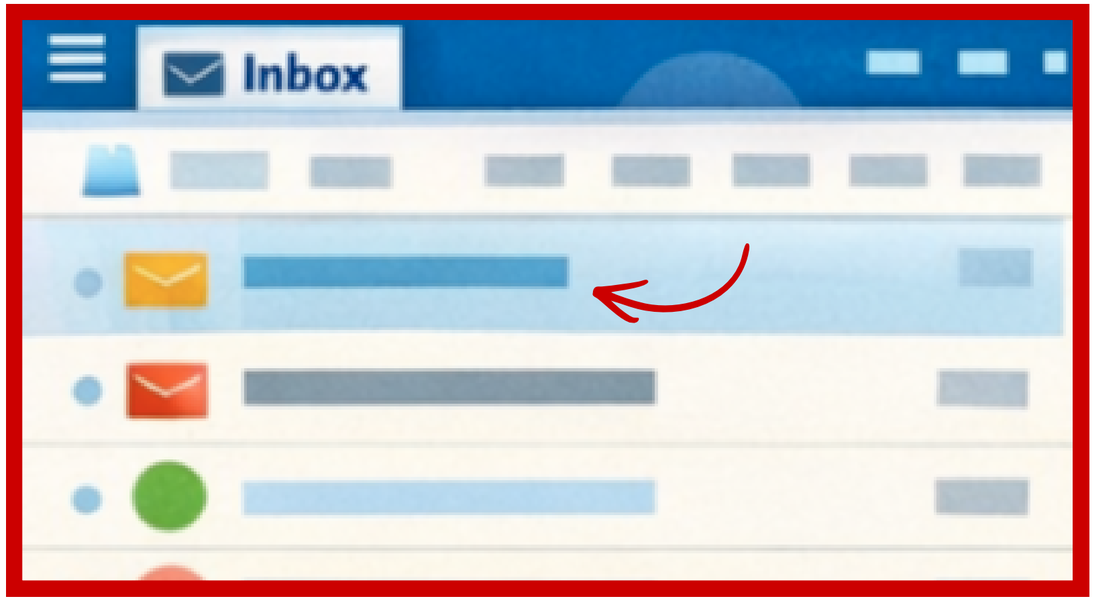
STUDENT GUIDE
Check Outlook Email

1. Go to your Inbox to read new emails. Click and open your email messages.



3 ONLINE EMAILING SAFETY TIPS
For Students

1. THINK BEFORE YOU CLICK

Don't open emails or click links from people you don't know.

2. KEEP YOUR INFORMATION PRIVATE

Never share personal information like your password, address, or phone number.

3. BE RESPECTFUL & RESPONSIBLE

Use email to communicate kindly and appropriately. Think before you 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