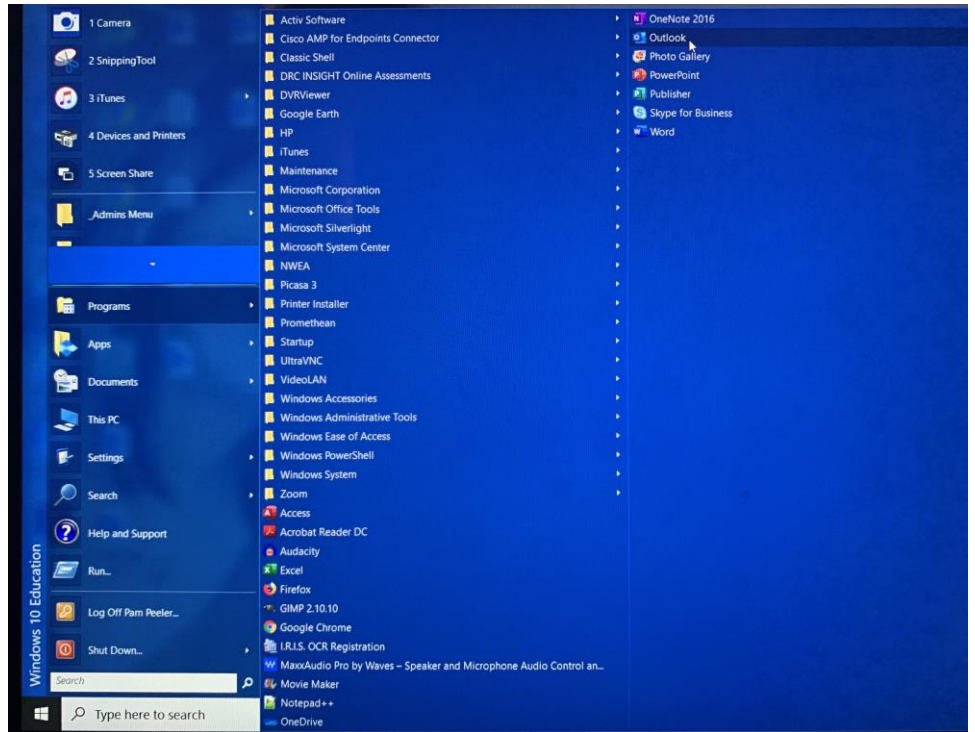
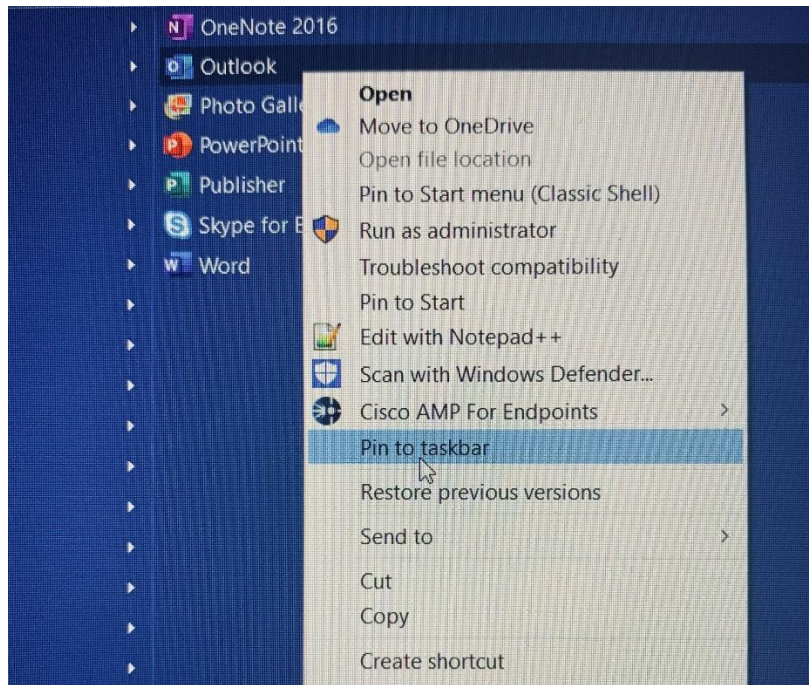


## Helping Students Locate Email

From the **START** window in the bottom left of the screen, students will select **PROGRAMS**, and then hover over **OUTLOOK**.



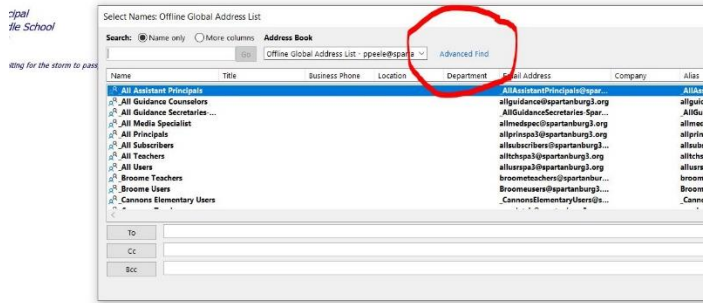
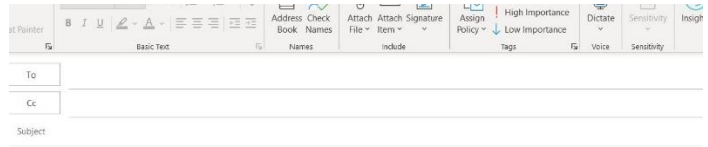
Student should **RIGHT CLICK** on **OUTLOOK** and select **PIN TO TASKBAR**.



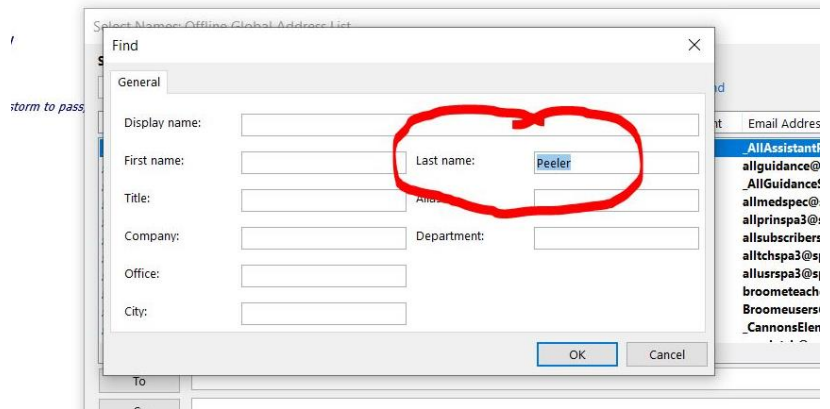
If students have not used their email on their laptop before, a window will come up to have them login. They will use their school email when prompted for an email. Their username and password is the same when they log onto their laptop.

# Locating Teacher Emails

Students will click on **NEW**, then click on **TO**. On the popup window, click **ADVANCED FIND**.



Type teacher's **LAST NAME** in the noted window.



All users in the district with the same last name will show up. The **TITLE** will be "teacher" and the **LOCATION** will be Cowpens Middle School. They will **double click** the name and it will move the name to the TO section and they will click OK.

