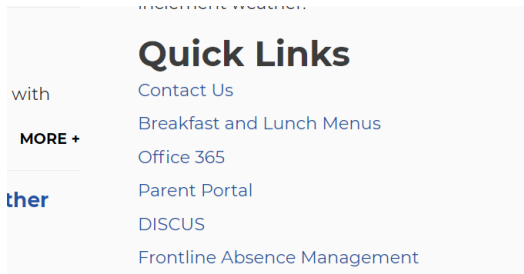


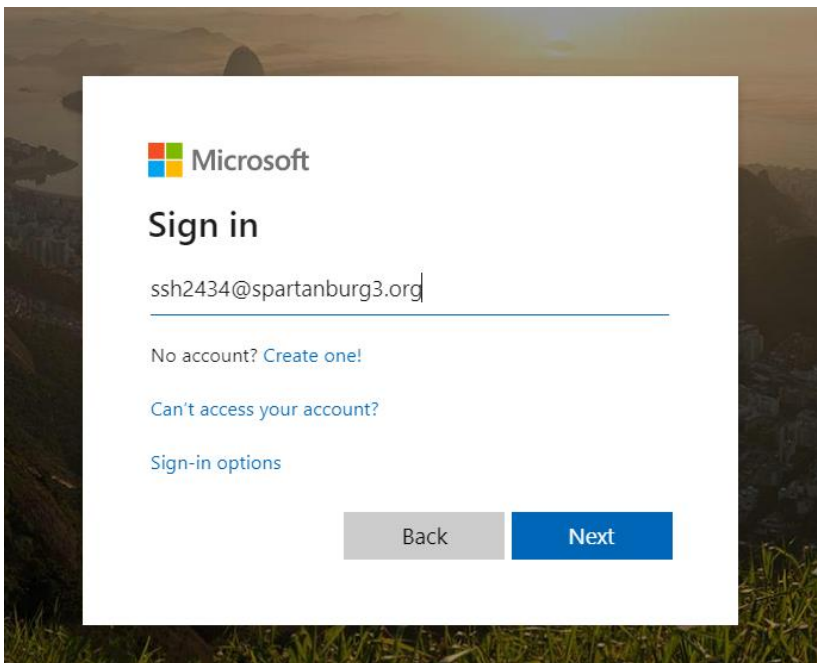
How to Access Email through the CMS Webpage

Go to the CMS webpage at https://www.spartanburg3.org/cowpensmiddle_home.aspx.

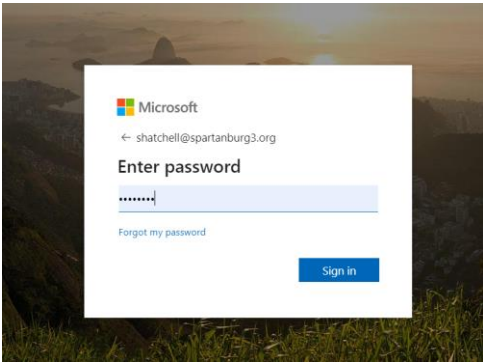
On the right side of the page, look for the “Office 365” option under the “Quick Links” menu.



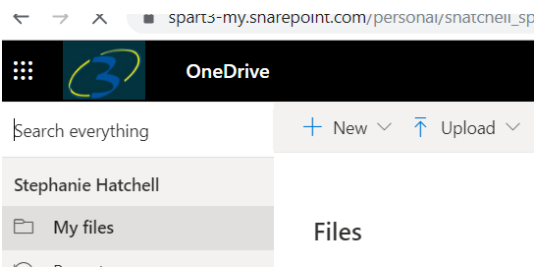
Click on the “Office 365” option to see a login box. If your email address does not appear, enter it here. This will be your network username + spartanburg3.org. Choose “next.”



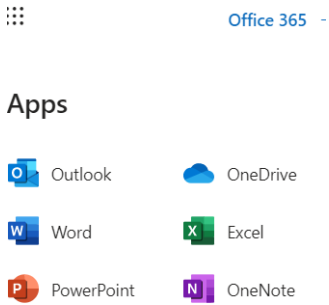
Type in your network password and “sign in.”



Office 365 will open to your OneDrive files. Look over to the upper left corner to find the honeycomb icon.



Click on the honeycomb icon and choose Outlook.



You should now have access to your Outlook email.

