Using Your Student Email Account

1. Go to http://office365.cvs.k12.mi.us
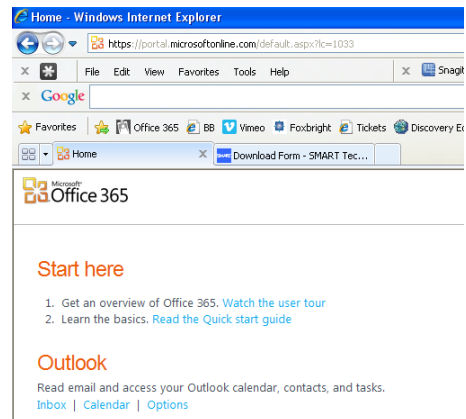
   - Your username will be your **school login** followed by **@cvs.k12.mi.us**

   - Your password will be the same as you log into the school computers.

2. Tutorials and help are provided on the home page if needed.

3. Begin using your email.

Microsoft® Office 365

Mail > **Inbox** 0 Items

Start a new email here

- ▲ Favorites
  - Inbox
  - Unread Mail
  - Sent Items

- ▲ Sarah White
  - Inbox
  - Drafts
  - Sent Items
  - Deleted Items

  - Junk E-Mail
  - Notes
  - ▷ Search Folders

- ▲ Contact List

  Instant Messaging isn't available right now. The Contact List will appear when the service becomes available.

New ▾   Delete ▾   Move ▾   Filter ▾   View ▾

Search Entire Mailbox

Conversations by Date ▾   Newest on Top

There are no items to show in this view.

View your emails in your inbox

- Mail
- Calendar
- Contacts
- Tasks

Use the online calendar to organize yourself

An online To Do list for your use

Untitled Message - Windows Internet Explorer

https://bl2prd0711.outlook.com/owa/?ae=Item&a=New&t=IPM.Note&cc=MTQuMTYuMjI5LjIsZW4tVVMsZGF0YWNbnRkcixIVE1MLDAsMA==&pspid=_1366220282796

Send | Options... | HTML

To... | Click "To" to look up other students' emails

Cc...

Subject: | Subject lines are appreciated

Tahoma | 10 | **B** *I* U

Email Etiquette Considerations:

> When writing emails use proper spelling and grammar.

> Avoid texting abbreviations.

> Address staff and teachers with appropriate titles.

> Include a signature in your emails.

> Reply to requests in a timely fashion.

> Do not send confidential information such as passwords or social security numbers via email.

> Remember that emails must be school appropriate.

Internet | 100%