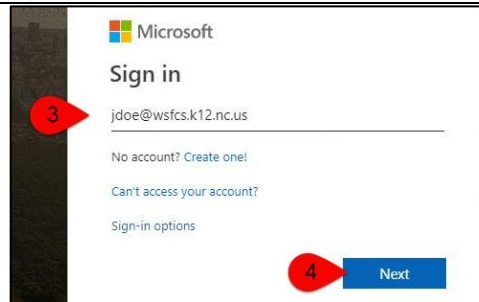


Student Email Access

To get to our email system:
 Open our school system's web page <http://wsfcs.k12.nc.us> and (1) Click on Staff/Student links. (2) Click on Office365.



To sign in, (3) Put your full email address on the line. For our students it will be: username@wsfcsstudents.net (4) Click Next.

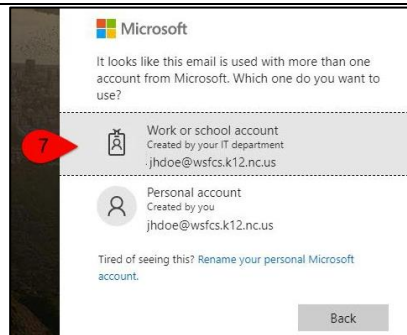


(5) Enter your password. (For students in grades 1-5, the password is their student number. For kindergarteners, the password is abc. MS & HS students set their own passwords.) (6) Click Next.

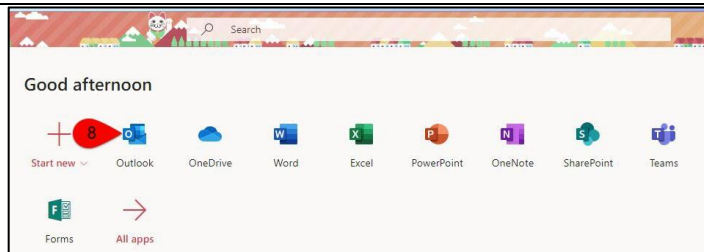


(7) You may see a choice offered. Choose Work or school account with your school system email listed.

 If you are on a school or a public computer, choose NO. If you are on your own computer, choose YES.



This is the Office365 dashboard. (8) Click on the Outlook icon for email.



You will now be in your email box. It may not look like this. The colors can be set by you and you can also customize your "wallpaper" and your email box layout.

