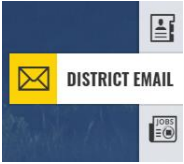
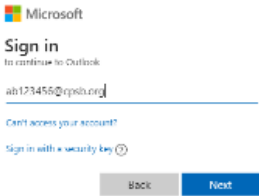
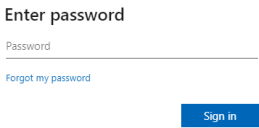
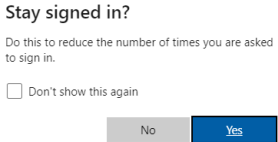
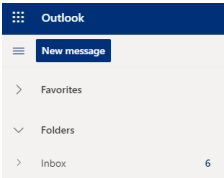




Office 365 Resources

Outlook – How to Check Student CPSB Email Online

<p>1. On any device with an internet browser – Chrome, Edge, Chromium, Safari, etc., go to the CPSB home page at www.cpsb.org. Once there, click on the district email icon located on the far right of the screen.</p>	
<p>2. Once directed to Microsoft Outlook, sign in with your CPSB email account. Your email account is your student first name initial, last name initial, student ID number and @cpsb.org. For example, John Michael Smith, student ID 1234567, would have email js1234567@cpsb.org. Click Next.</p>	
<p>3. Enter your CPSB password. Click Sign in.</p>	
<p>4. If asked to <i>Stay signed in?</i>, ONLY do so if on a personal device. If on a public or shared device, click No.</p>	
<p>5. Here, students can check their CPSB email Inbox folder and compose new messages to others with a CPSB email address.</p>	
<p>6. When finished, if on a public device, be sure to sign out of Office 365 by clicking on your profile found in the upper-right corner.</p>	