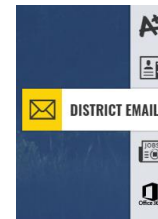




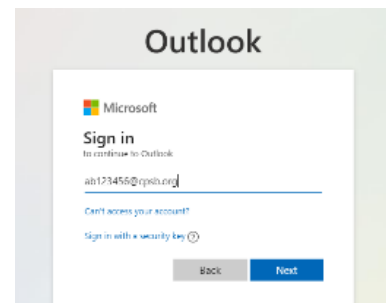
Office 365 Resources

Outlook – How to Check Student CPSB Email Online

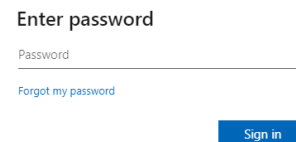
1. On any device with an internet browser – Chrome, Edge, Chromium, Safari, etc., go to the **CPSB home page** at www.cpsb.org. Once there, click on the district email icon located on the far right of the screen.



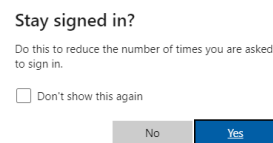
2. Once directed to Microsoft Outlook, sign in with your CPSB email account. Your email account is your studentID@cpsb.org. Click **Next**.



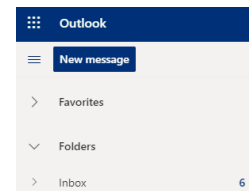
3. Enter your CPSB password. Click **Sign in**.



4. If asked to *Stay signed in?*, ONLY do so if on a personal device. If on a public or shared device, click **No**.



5. Here, students can check their CPSB email Inbox folder and compose new messages to others with a CPSB email address.



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.

