

## **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 <i>CPSB home page</i> at <a href="www.cpsb.org">www.cpsb.org</a> . Once there, click on the district email icon located on the far right of the screen.	DISTRICT EMAIL
2.	Once directed to Microsoft Outlook, sign in with your CPSB email account. Your email account is your studentID@cpsb.org. Click <i>Next</i> .	Outlook  Sign in to continue to Cuthook  ah123456@cpoin.org  Card axcess your account! Sign in aith a vectrity bay ①  Back Rest
3.	Enter your CPSB password. Click <b>Sign in</b> .	Enter password  Password  Forgot my password  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 <b>No</b> .	Stay signed in?  Do this to reduce the number of times you are asked to sign in.  Don't show this again
5.	Here, students can check their CPSB email Inbox folder and compose new messages to others with a CPSB email address.	Coutlook  New message  Favorites  Folders  Inbox  6
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.	Appear away   Appear away   My Office profile  My account  Open another mailbox  Sign out