

Barbe High School - Student Email Instructions

How to Check School Email:

1. Open internet browser of your choice. (Ex. Google Chrome, Microsoft Edge)
2. Type **office.cpsb.org** in the address bar located at the top of the page.
3. Enter your school email address in the Microsoft Box that appears in the middle of the screen:
 - A. First name initial + last name initial + school ID#
Example:
 - John Doe Student ID# 1234567
 - Email address: jd1234567@cpsb.org
 - B. Select "School Email"
4. Office 365 Dashboard will open, select "Outlook"

