

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 www.cpsb.org . 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 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 <i>Next</i> .	Microsoft Sign in In continue to Outbook ab123456@cpsb.org Cert access your account? Sign in with a wearity by ① Back Rest
3.	Enter your CPSB password. Click Sign in .	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 No .	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.	## Outlook ■ 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 \sim My Office profile My account Open another mailbox Sign out