How to Check Your School Email

Log in to your computer with your user name and password.

This will take you to your applications in Launchpad.

Look for the Microsoft Office Icon. Click on this icon.
This is the place where all the Microsoft applications are available for you to use (like Word and PowerPoint, as well as your email).

**Outlook** is where your school email is. Click on the Outlook icon to open your email.

Please check your school email daily.