

How to Check Your School Email

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

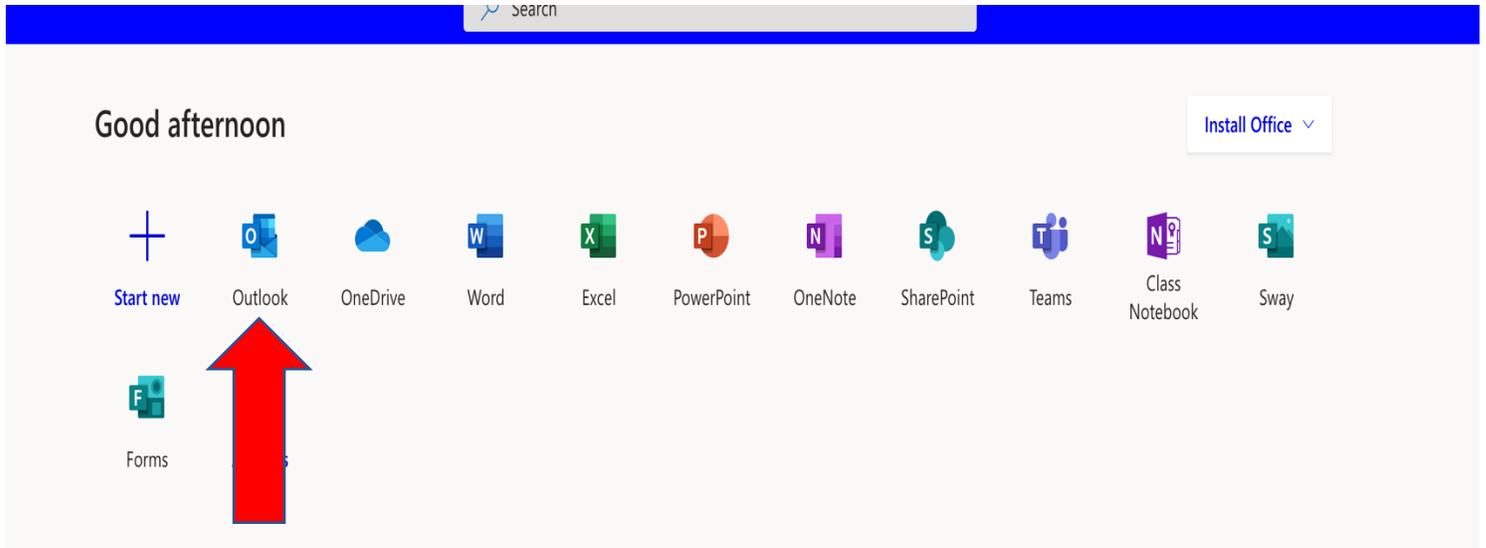


The image shows the Richmond County School District LaunchPad login interface. At the top, there is a logo with the word "Richmond" in a large, blue, stylized font, with "County School District" written in a smaller font below it. Underneath the logo, it says "Welcome to LaunchPad". Below this, there are two input fields: one for "Username" and one for "Password". At the bottom of the form is a blue button labeled "Sign In".

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.