

## Accessing School E-mail

**Directions: Follow these directions using any computer, not just the ones at school.**

1. Log on to the internet
2. Go to [www.ksd.org](http://www.ksd.org)
3. Move your cursor over the STUDENTS on the right hand side of the page and another menu will open
4. Click Outlook Email
5. Type in the same user name and password as your school log in to open your e-mail. Click sign in when done.

NOTE: When logging in, if it asks for the computer to remember your password, click **NO** when using a public computer. Yes, a school computer is a public computer.

### Reading, Saving, and Deleting E-mail

- Messages in your inbox will be on the left hand side. Click the message you want to read and it will open on the right hand side of your e-mail. If you would like your e-mail to open in a window, double click the message and a new window will open.
- To delete your e-mail click the red x in the upper right hand corner of the e-mail message in the inbox.
- If you opened your e-mail in another window click the red x next to the word delete at the top of the window. When you delete an e-mail it goes into the Deleted Items folder on the left hand side of your mail.
- Saving e-mail can be done in three ways.

Option #1: Right click the message in the inbox and click Mark as Unread. This will keep the message highlighted blue as if it has not been read and it will continue to stay in your inbox.

Option #2, Create a Folder: Scroll over the Inbox on the left hand side. Right Click and Click Create New Folder. Name the folder anything you want. The folder will appear below the Inbox. Drag the e-mail into the folder. It will remain in the folder until you delete it.

Option #3: Let it sit in your inbox

### Sending Email

1. Click New Mail in the upper left corner of your screen
2. Type in the e-mail address in the To line or click To to open the KSD address book
3. Type in the name of the person you are searching for in the Search People box and press enter.
4. To add them, double click their name
5. Press OK above the To
6. These same directions will work for adding people to CC and BCC
7. To attach a document, click the Insert/paperclip above the To line
8. The file window will open. Find the file you want to attach and click it so the name of the file appears in the File Name box.
9. Click Open
10. Your file is now attached.
11. Send your e-mail by clicking the send button in the upper left corner of the e-mail window