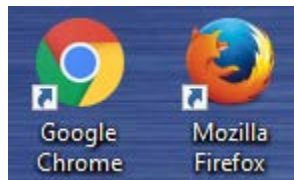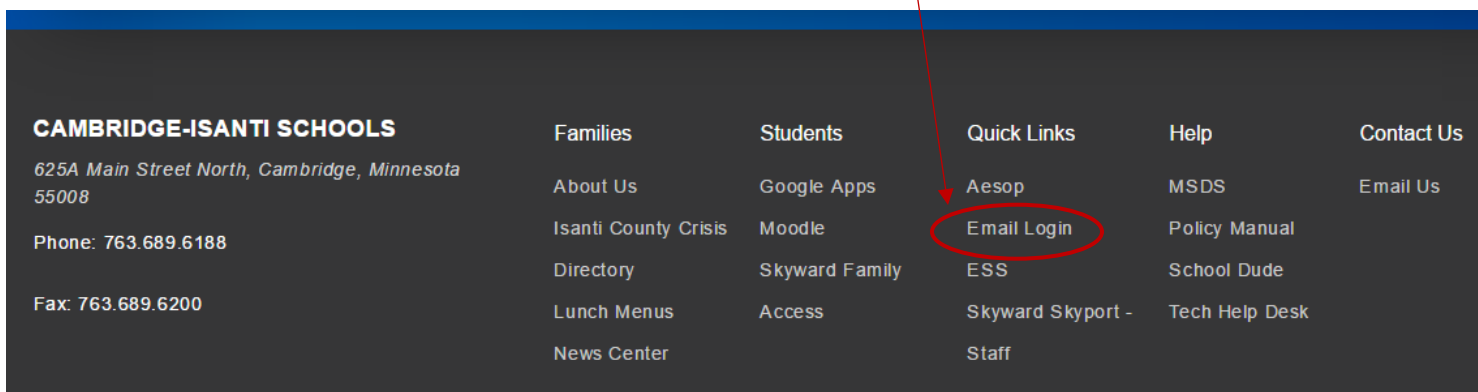# How to Access Your Email

1. Open a web browser, such as Google Chrome or Mozilla Firefox, by double clicking on the icon on the desktop of the computer

2. In the address bar at the top of the web browser window, type www.c-ischools.org and hit enter

3. Scroll all the way to the bottom of the page and click on the "Email Login" link

CAMBRIDGE-ISANTI SCHOOLS

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4. Now you're to the log in screen. In the "Domain/user name" box, you'll type in "Cambridge\" and then your technology username (the same thing you use to log into a school computer). In the second box you'll enter your technology password. Then click on the "sign in" button.
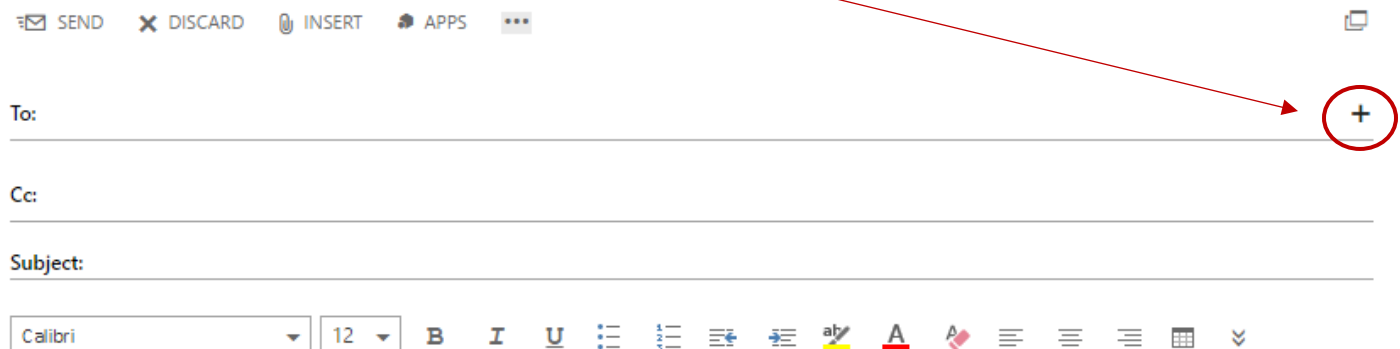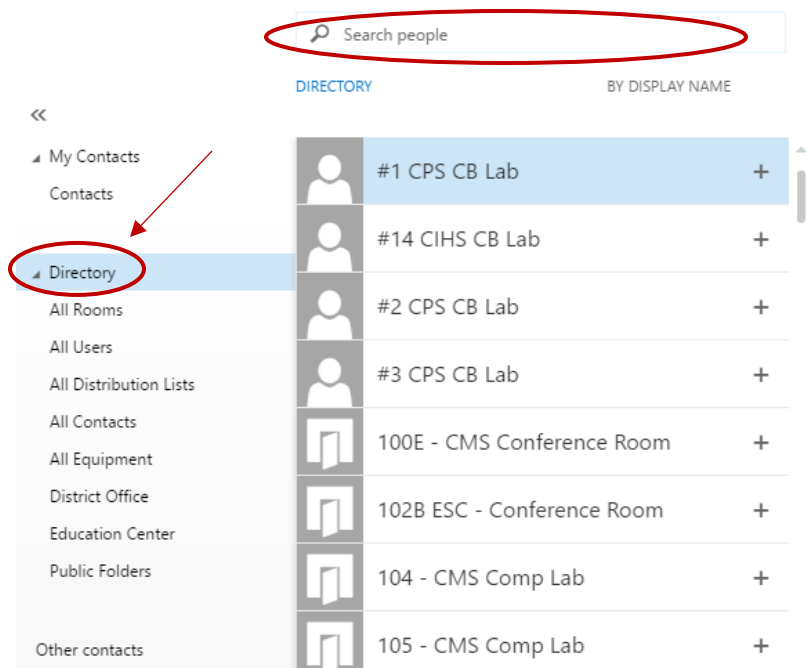
Outlook®Web App

Domain\user name:

cambridge\username

Password:

→ sign in
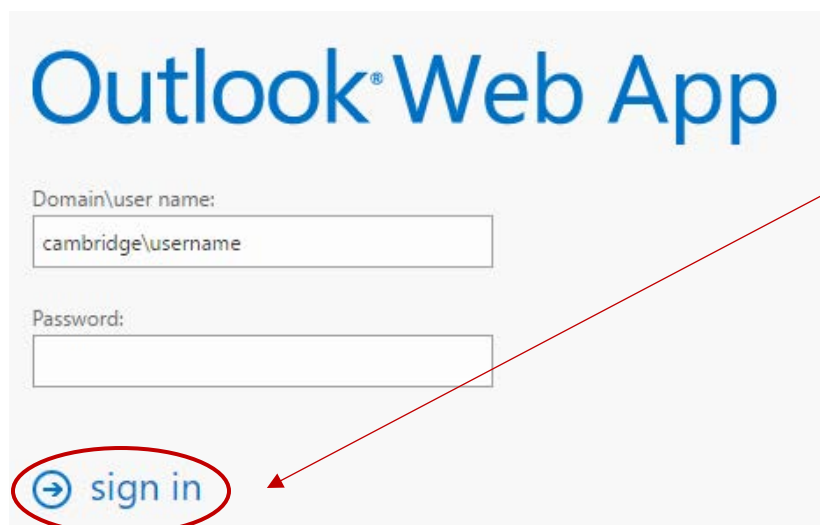
How to Send an Email

1. Once you've logged into your email account, click on the "New mail" button to create a new email.

Outlook Web App

⊕ New mail

«

▸ Favorites

◢ Your name here

   ▸ Inbox 53
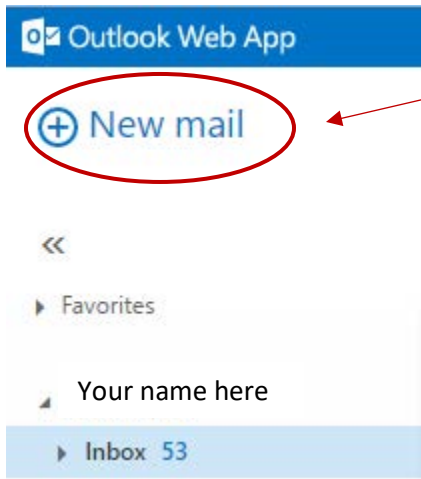
2. If you know the email address of the person you want to contact, enter it in the "To:" line. If you need to search the district directory, click on the "+" to the far right in that "To:" line.

⊫ SEND   ✕ DISCARD   ◍ INSERT   ◉ APPS   •••

To: +

Cc:

Subject:

Calibri   ▼   12 ▼ **B** *I* U ⋮≡ ≟≡ ≡≮ ≡→ a│⩘ A ⩘ ≡ ≡ ≡ ▦ ⩒

3. Make sure that you have "Directory" selected on the next screen, then click in the "search people" box and type the name of the person you want to email. Finally, hit the "enter" key on the keyboard.

🔍 Search people

DIRECTORY   BY DISPLAY NAME

«

◢ My Contacts
   Contacts

◢ Directory
   All Rooms
   All Users
   All Distribution Lists
   All Contacts
   All Equipment
   District Office
   Education Center
   Public Folders

Other contacts

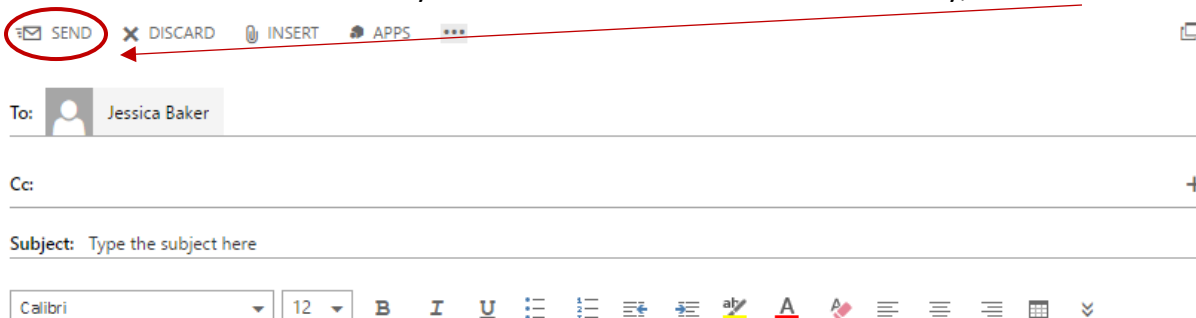|	
#1 CPS CB Lab	+
#14 CIHS CB Lab	+
#2 CPS CB Lab	+
#3 CPS CB Lab	+
100E - CMS Conference Room	+
102B ESC - Conference Room	+
104 - CMS Comp Lab	+
105 - CMS Comp Lab	+

4. A list of everyone with that name will now show up. Find the specific person you're looking for and either click the "+" next to their name, or double click their name to add them to the "To:" line of your new email.
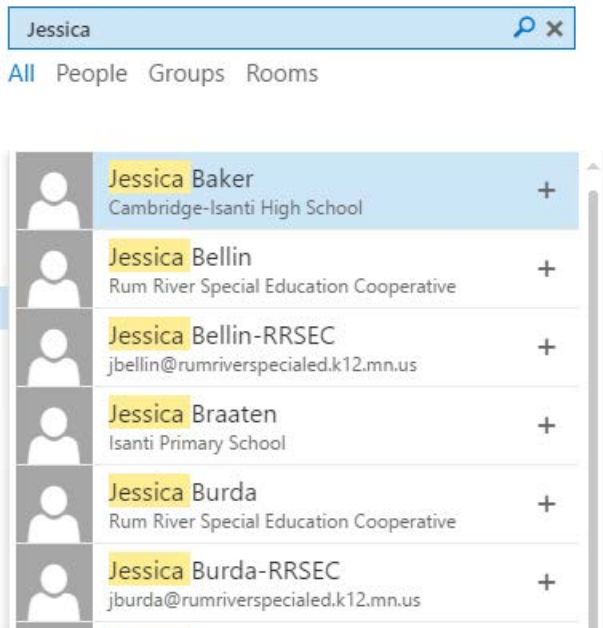
5. Once you've added everyone you wish to email to the "To:" line, click on "OK" in the upper left hand corner.
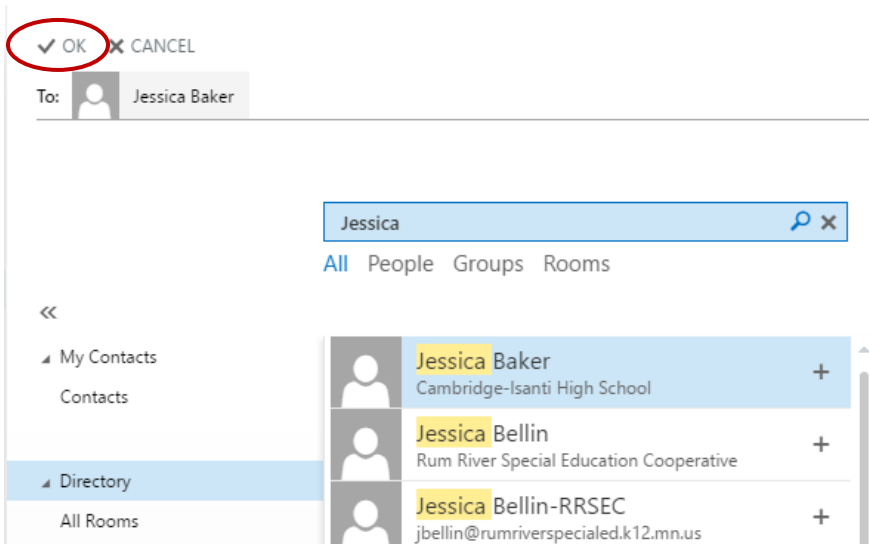
6. A new email, with those addressees, will now open. Next, click in the "Subject:" line to add a subject, and click down in the body of the email to write the content. Finally, click "Send" when you're done.

How to Reply to an Email

1. Once you've logged into your email account, click on the email message you wish to respond to. It will open on the right side of the screen. To reply to the email, click on the "reply" button on the right hand side of the email.

   *Please note: clicking "reply" will respond to just the person who sent you the email. If it was a mass email that went out, you can click on "reply all" to email *everyone* back at the same time.
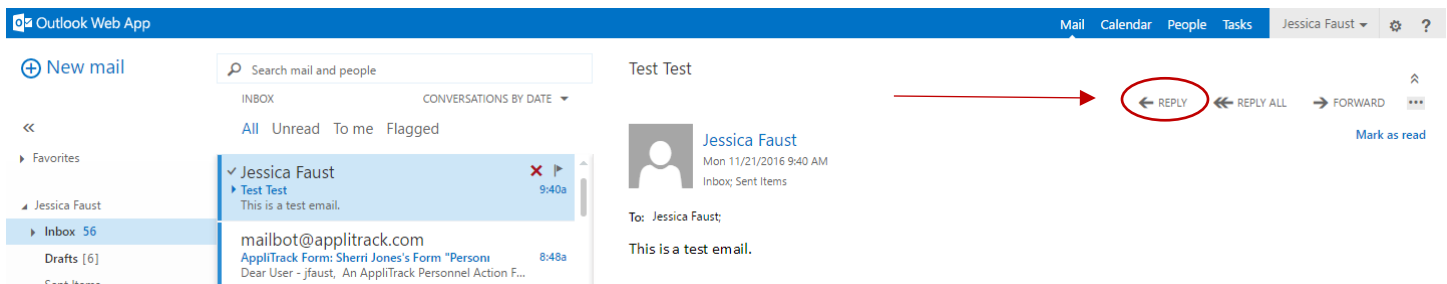
2. Once you've clicked "reply," a new email will open up. You'll notice that the email you're responding to shows at the bottom of the new email. You'll want to click in the box above that text in order to start composing your reply. When you've finished your message, click the "send" button in the upper left.