



CISD STUDENT EMAIL

INSTRUCTIONS FOR LOGGING ON AND SENDING CISD STUDENT EMAIL

DID YOU KNOW?

- Did you know that all CISD students and teachers have a school email?
- You can access your student email at school or at home!
- This lesson will teach you how to access and use your CISD email account.

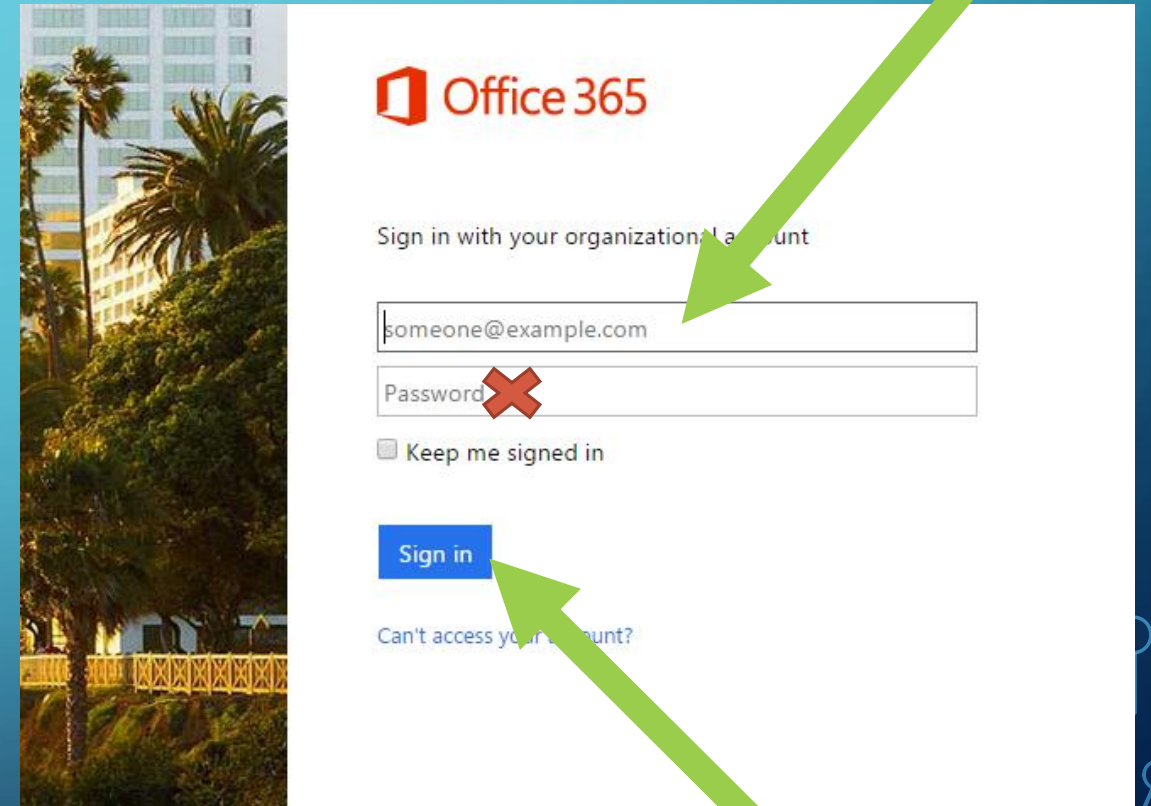
STEP 1

- Go to www.cisd.org
- Click on the cloud in the upper right hand corner “One Drive/Microsoft 365”



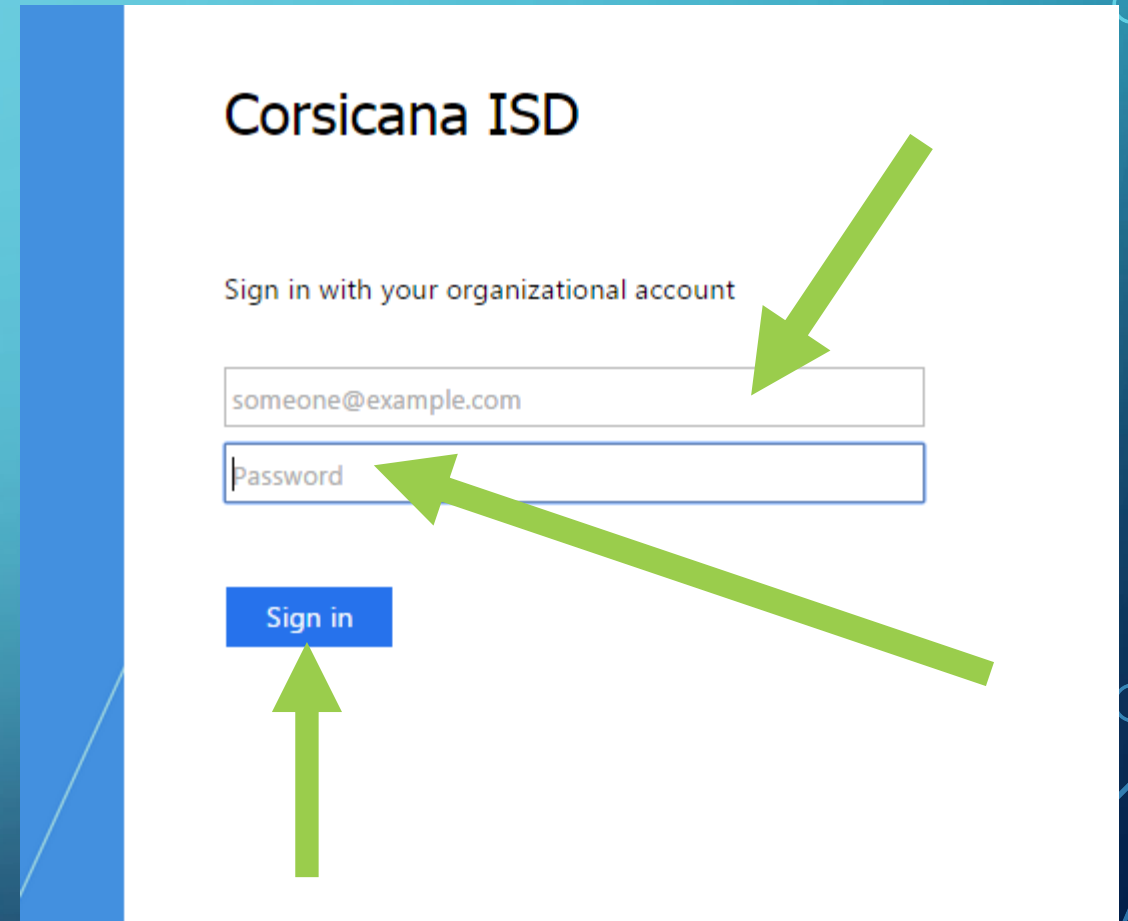
STEP 2

- Type in your computer log in plus @student.cisd.org
 - Example:
Jordajul001@student.cisd.org
- Click on Sign In
- Do NOT Enter password on this first screen



STEP 3

- Re-enter your student email (It may automatically appear)
- Use your lunch ID/Student ID as your password
- Click “Sign In”



Corsicana ISD

Sign in with your organizational account

someone@example.com

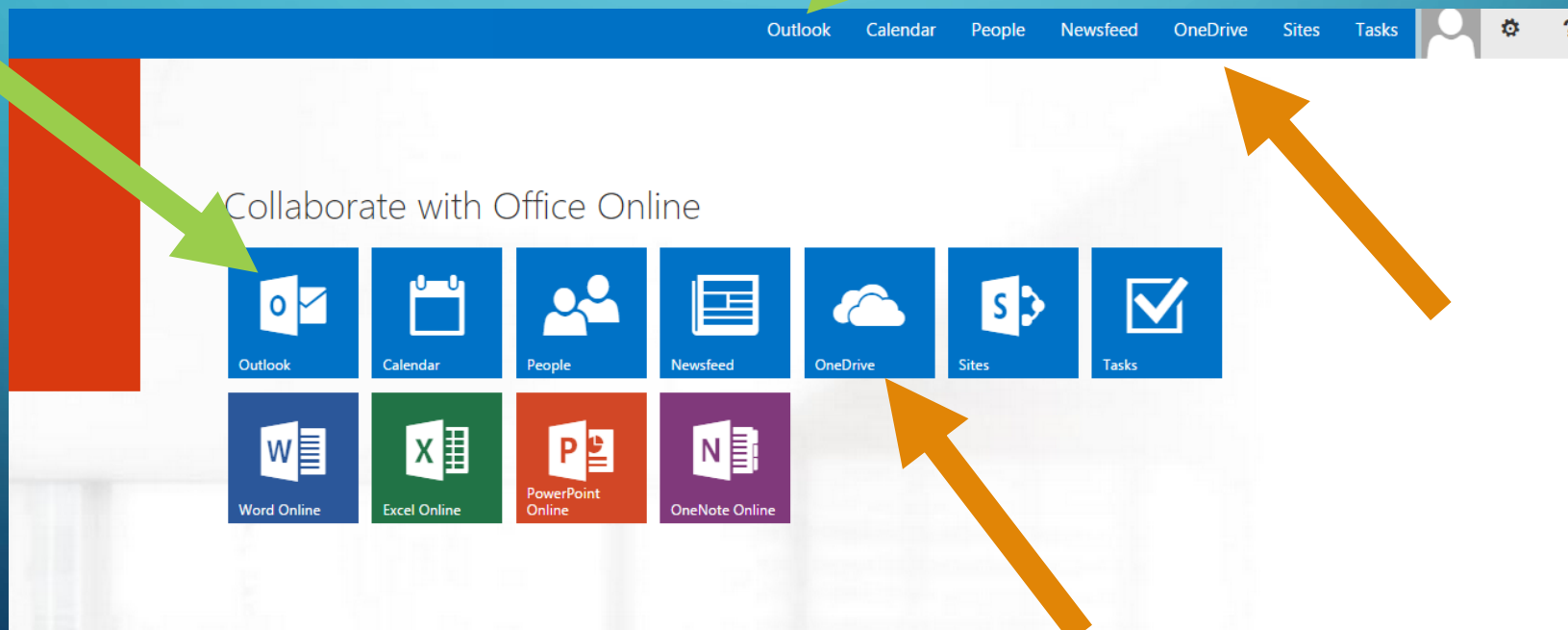
Password

Sign in

The screenshot shows a login interface for Corsicana ISD. It features a title 'Corsicana ISD', a prompt 'Sign in with your organizational account', and two input fields: one for an email address (containing 'someone@example.com') and one for a password (containing the text 'Password'). Below the fields is a blue 'Sign in' button. Three green arrows are overlaid on the image: one points to the email field, another points to the password field, and a third points to the 'Sign in' button.

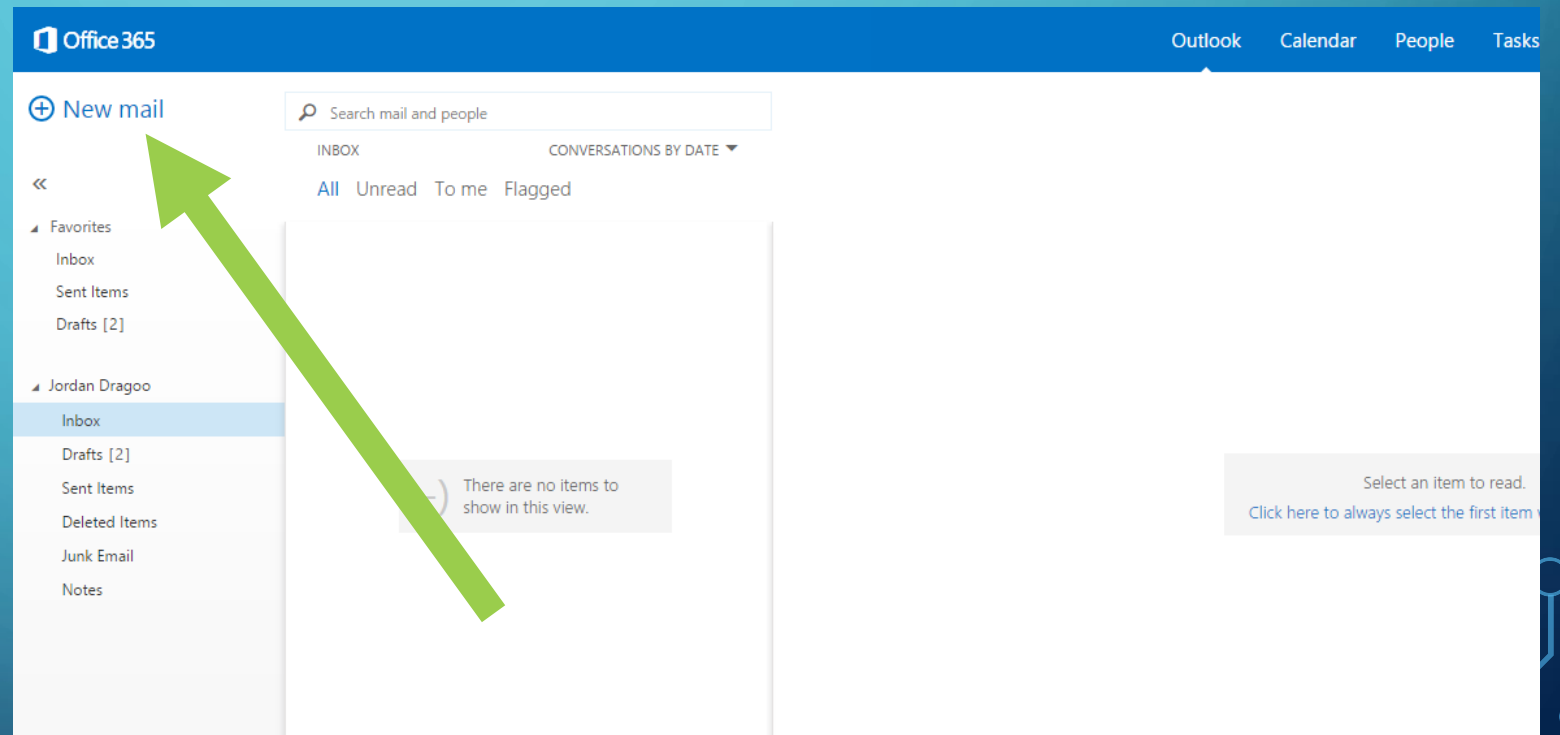
STEP 4

- To access email, click on “Outlook” either in the toolbar or on the larger icon
- To save documents choose “OneDrive”



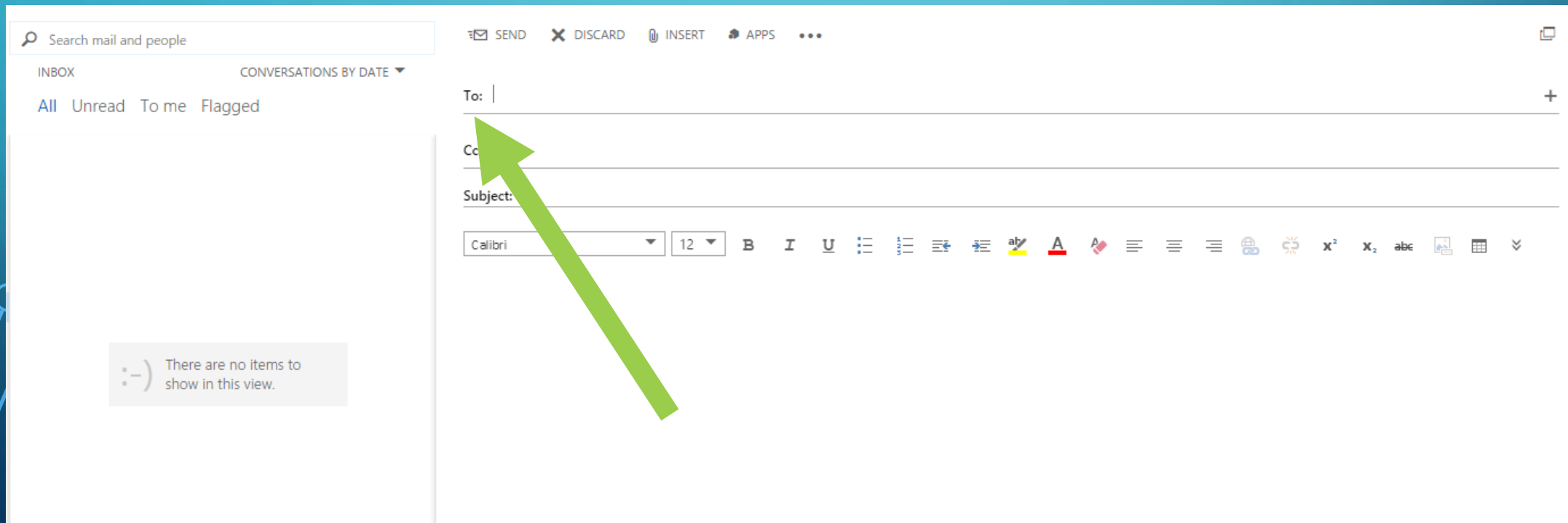
YOU'RE IN! NOW GET READY TO SEND EMAIL

- Click on New Mail



FINDING EMAIL ADDRESSES

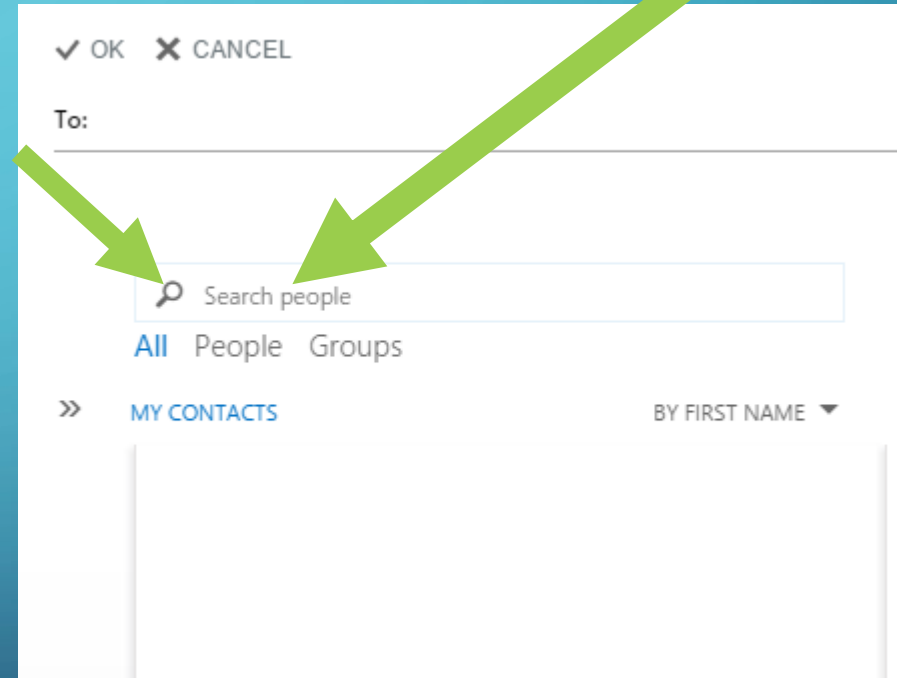
- Click on “To” to locate student and/or teacher emails.



The screenshot shows an email composition interface. At the top, there is a search bar labeled "Search mail and people" and a toolbar with icons for SEND, DISCARD, INSERT, APPS, and a menu icon. Below the search bar, the "INBOX" section is visible with a dropdown menu set to "CONVERSATIONS BY DATE" and filter options for "All", "Unread", "To me", and "Flagged". The main composition area is empty, displaying a message ":-) There are no items to show in this view." The "To:" field is currently empty and has a green arrow pointing to it. Below the "To:" field are the "Cc:" and "Subject:" fields. At the bottom, there is a rich text editor toolbar with options for font face (Calibri), size (12), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, text color, background color, text color, text background color, link, unlink, x², x₂, abc, insert image, insert table, and a refresh icon.

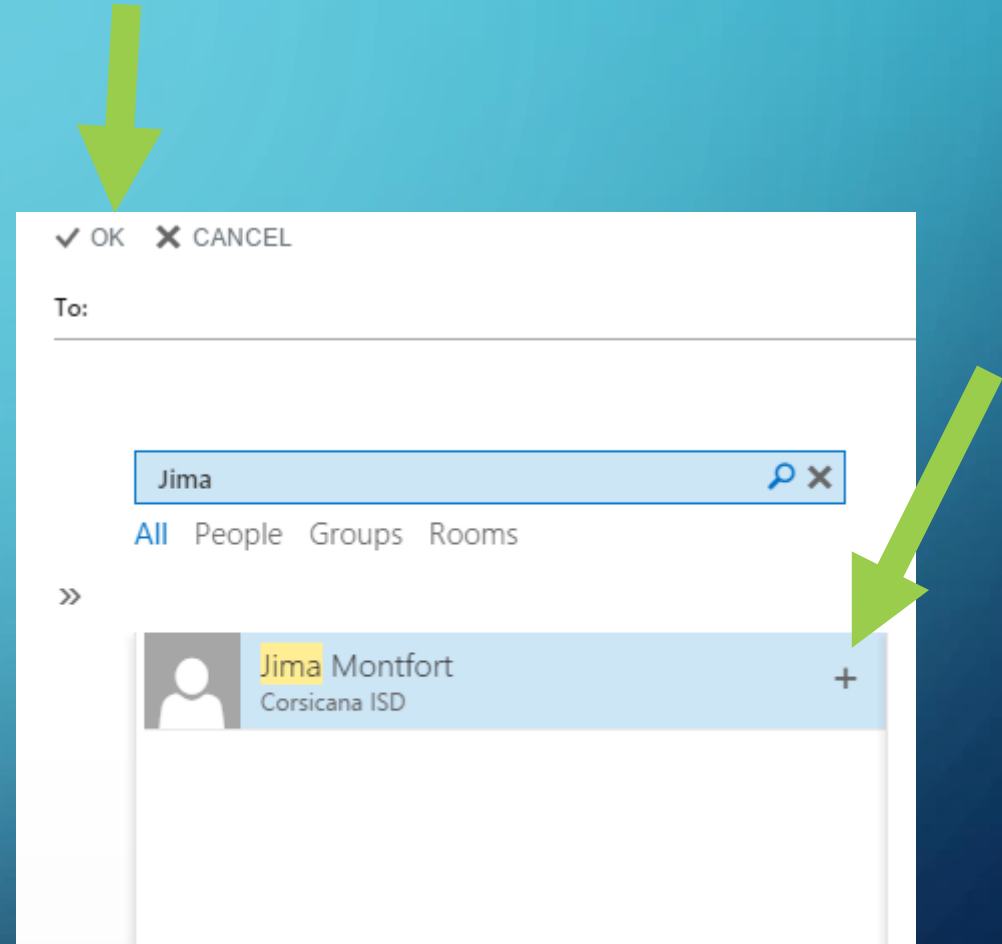
SEARCHING FOR PEOPLE

- Type a person's first or last name in the "Search People" Box.
- Click the magnify glass to begin searching



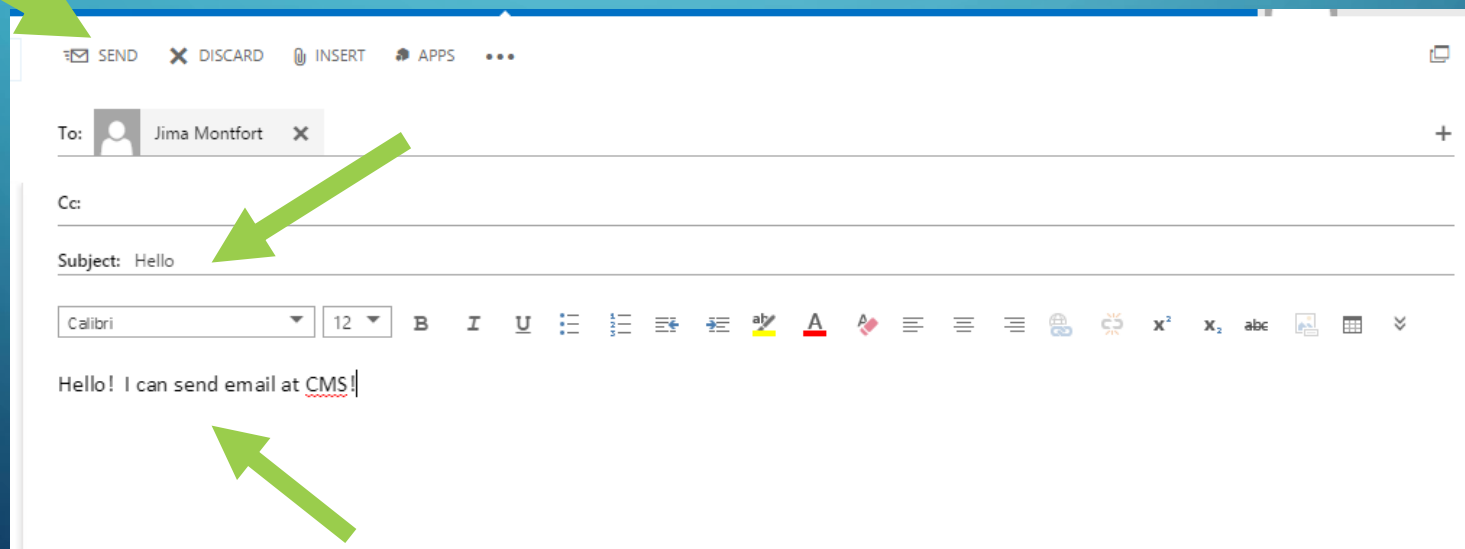
SELECTING PEOPLE

- Click on the + button to add that person to your email.
- If sending to one person, click “OK” to return to your email
- To send your email to multiple people, repeat these steps and hit ok when you have selected all the people you want.



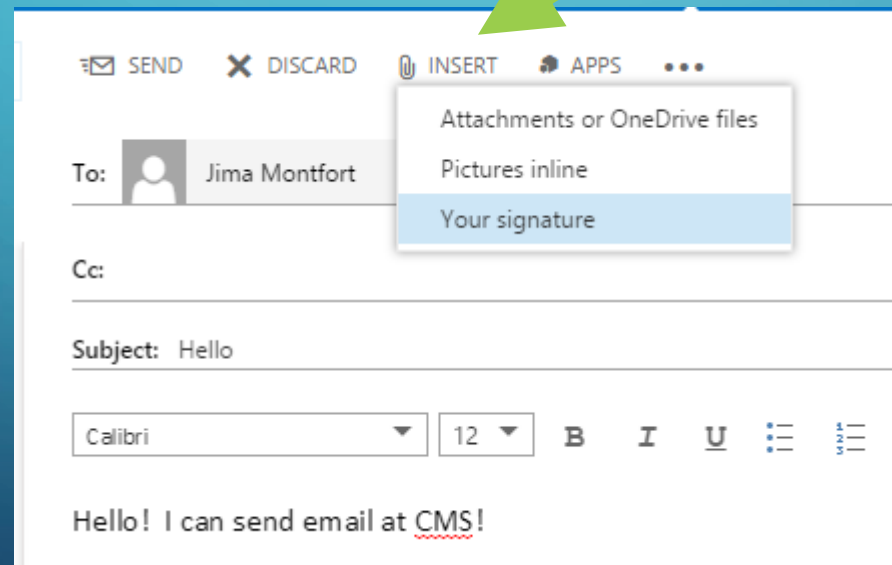
TYPING YOUR EMAIL

- Always include a subject in the “Subject” line relating to what your email is about.
- Type your email
- Press “Send” when completed



ATTACHING A DOCUMENT

- If your teachers tell you to “attach” a homework assignment and send it via email, “insert” means the same as “attach”



LET'S PRACTICE!

- Take turns logging into the student computer in your advisory classroom
 - (Do NOT Use the Teacher Computer)
- Access your email and send ONE email to another student you know or to a teacher.

EMAIL ETIQUETTE AND CISD RULES

- Remember that ALL emails can be viewed by administrators and CISD technology department (even if deleted).
- In other words....all emails should ALWAYS be appropriate.
- Inappropriate emails will NOT be tolerated and will result in disciplinary action.