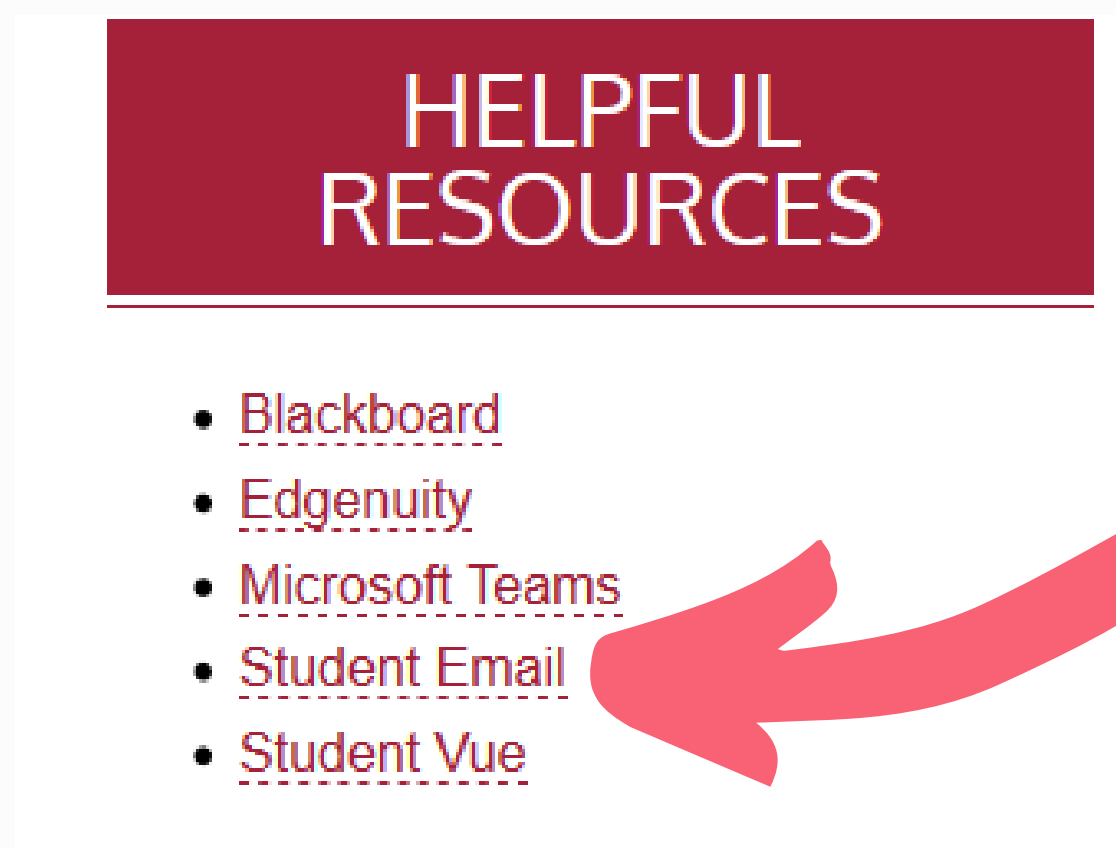


How to Access School Email

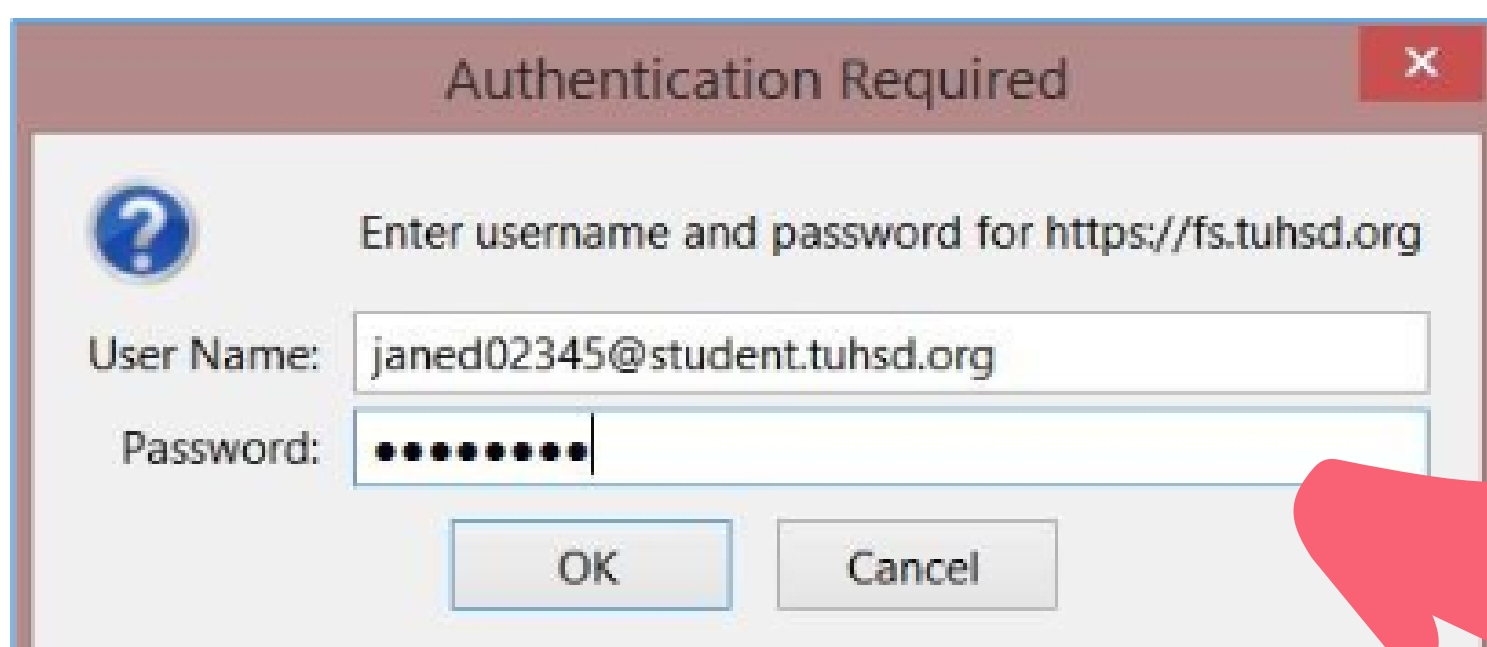
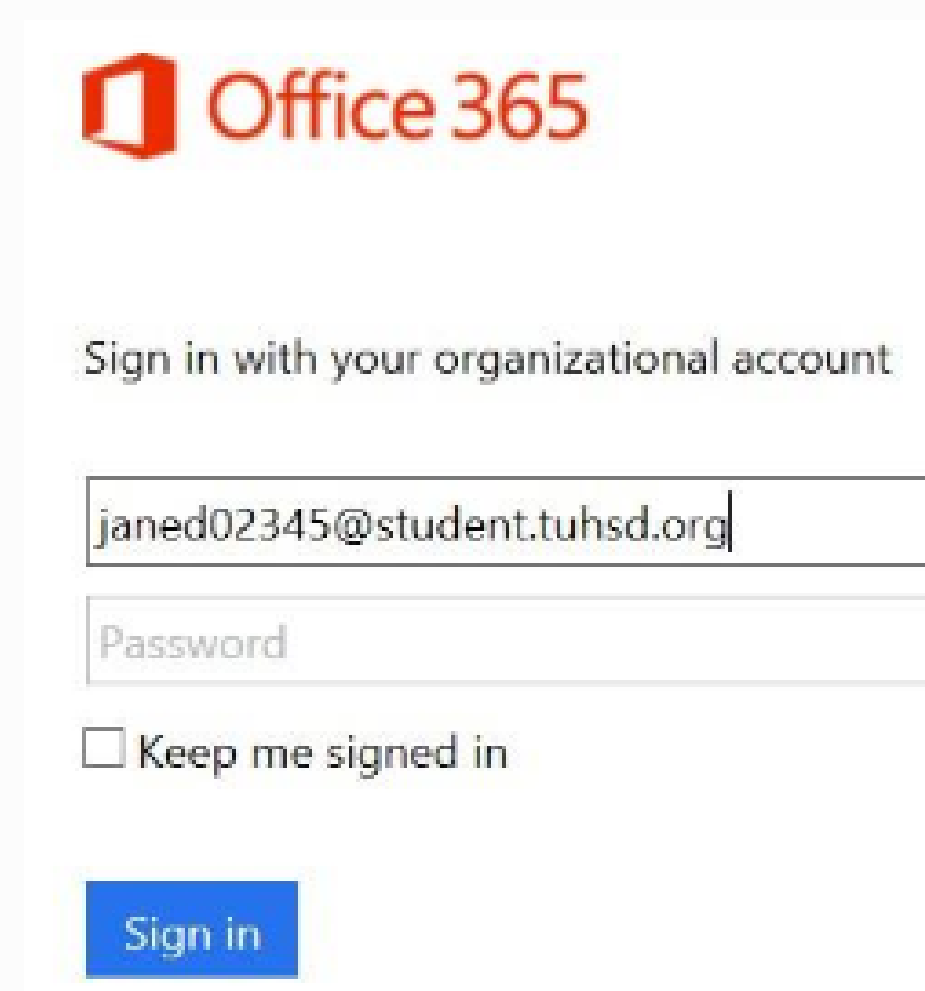
START AT: SIERRALINDA.TUHSD.ORG
CLICK "ONLINE LEARNING LAUNCHPAD"



Click on
Student Email

From the Launchpad, click on Student Email under Helpful Resources

Sign In (Twice!)



Sign In

Use your EMAIL address and password to log in

*Email address is your first name, last initial, day of birth, last 3 of ID, @student.tuhsd.org

Example: JaneD02456@student.tuhsd.org

*Password is your ID number, lowercase first name initial, capitalized last name initial, !

(exclamation point)

Example: 123456jD!

If you have any issues, contact your teacher using school email, or Ms. Moss the librarian at 602-730-4282

How to Write An Email

BE PROFESSIONAL!



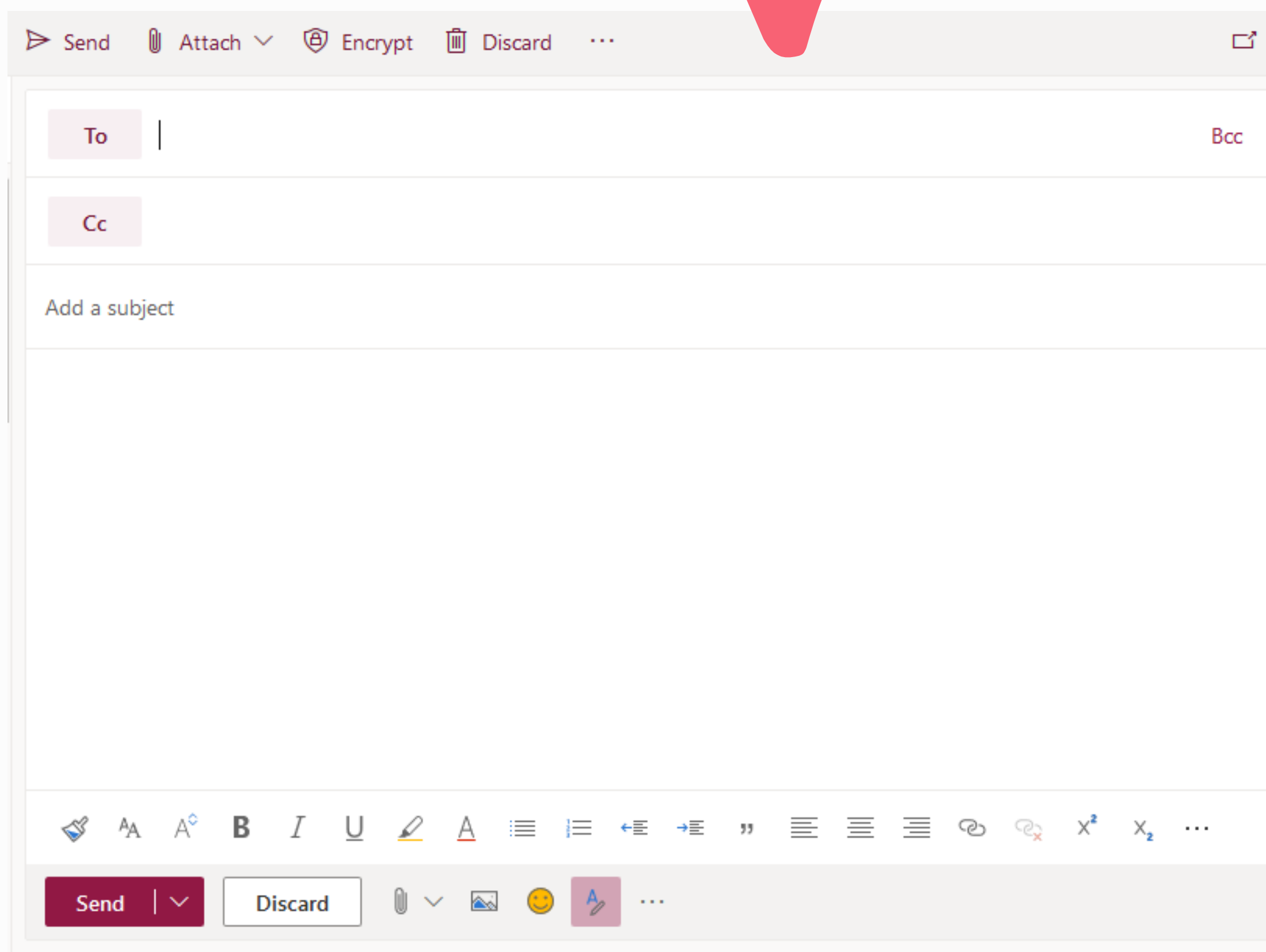
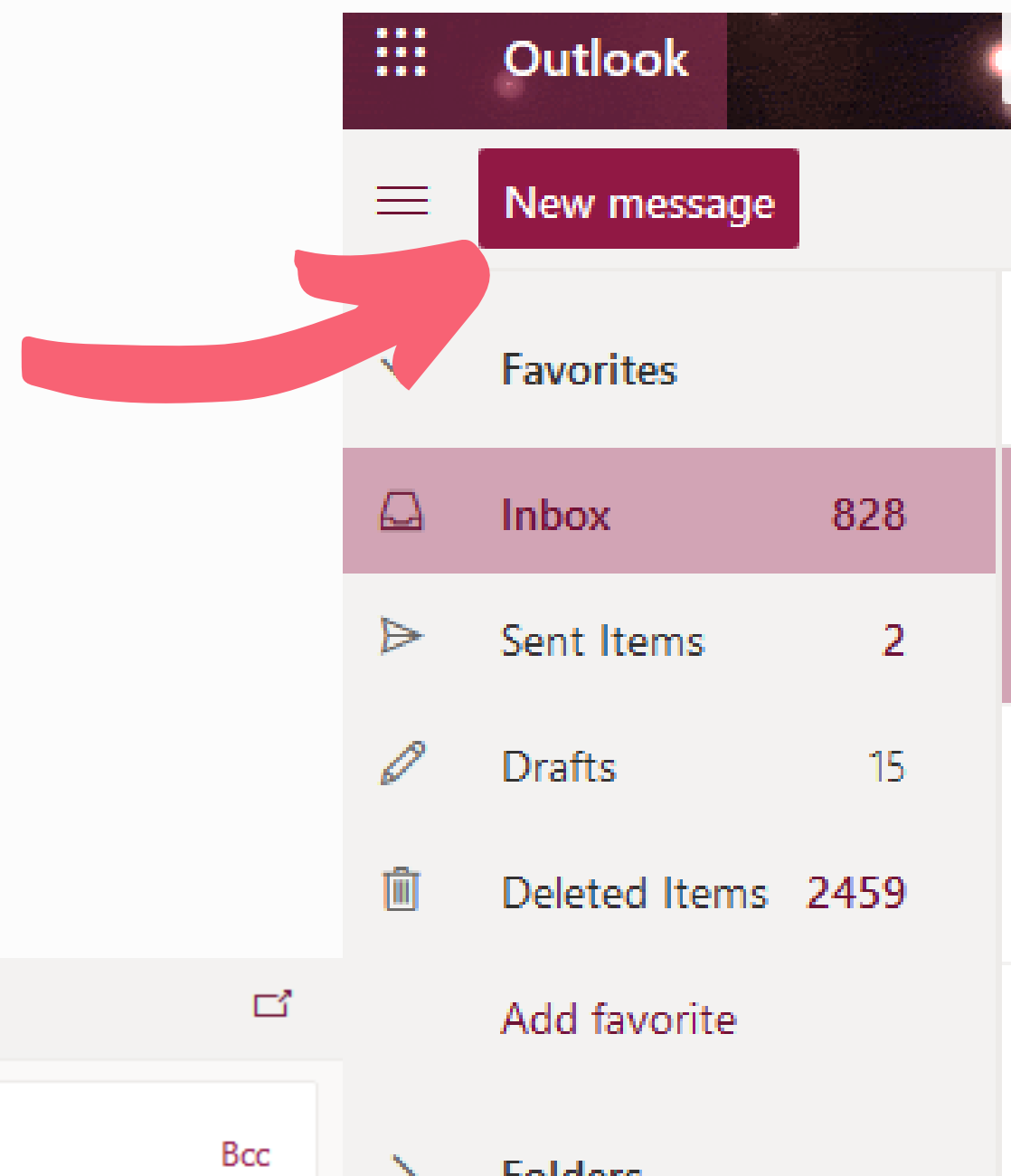
Click on Outlook

This is the official email program.

Click "New Message"

This will open up a window like the one below.

This is where you will compose your email.



How to Write An Email

BE PROFESSIONAL!

The image shows a screenshot of an email composition interface with several red annotations:

- Attach:** A red circle highlights the paperclip icon in the top toolbar.
- Teacher's Name:** A red box highlights the 'To' field containing 'Karen Furkert'. An arrow points to it with the text: "Teacher's Name. This will auto-populate once you start typing their name."
- Subject Line:** A red box highlights the subject field containing 'Hamlet Paper'. An arrow points to it with the text: "Subject Line. What is your email about? DO NOT write the entire email here."
- Attachments:** A red box highlights the attachment 'Hamlet Paper.docx' (17 KB). An arrow points to it with the text: "Attachments. Click the paperclip icon (circled) to attach a document."
- Body:** A red box highlights the main text area. An arrow points to it with the text: "Body. Write your email here. Write it as you would a letter. Be professional and include a greeting, your comments, your name and class."

The email body text is as follows:

Hi Ms. Furkert,

I am attaching my Hamlet paper here. I was unable to access Blackboard today, and the paper is due by tonight.

Please let me know if this is ok.

Thank you,
Jane Doe
English 12, Period 3

At the bottom, there is a feedback question: "Are the auto-complete suggestions above helpful? Yes No" and a toolbar with a red circle around the paperclip icon. The bottom right corner says "Draft saved at 4:50 PM".

Remember, school email is the only permitted way a teacher can discuss grades or assignments with you, so be sure to be professional and check it daily!