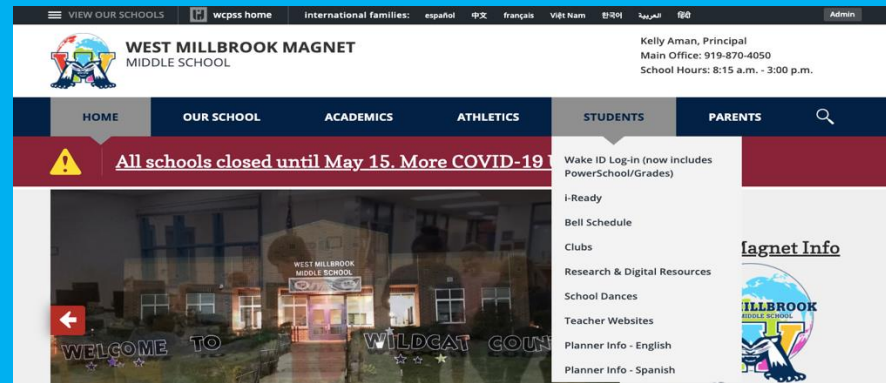


WakeID Portal & Student Email Directions

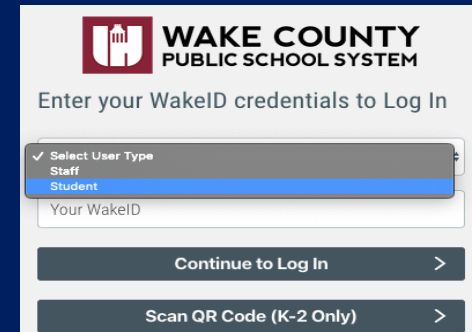
1.

- Go to the West Millbrook Magnet MS Homepage.
- Put your cursor/arrow above the **“STUDENTS”** section.
- Click on **“WakeID Login”**.



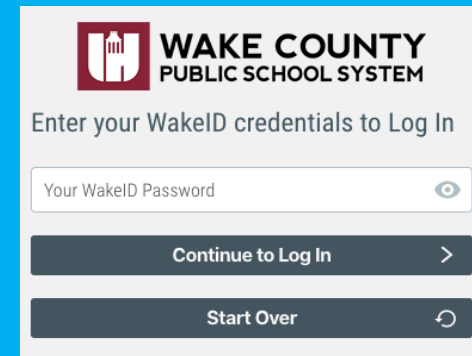
2.

- From the dropdown options, choose **“STUDENT”**.
- Enter your WakeID/Student #.
- Click **“CONTINUE TO LOG IN”**.



3.

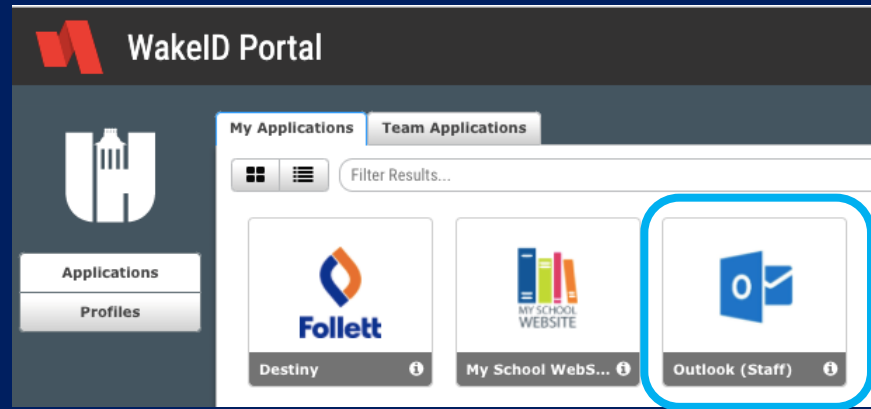
- Type your password in.
- Click **“CONTINUE TO LOG IN”**.
- If you don't remember your password, please email or have your parents email your teacher to reset your password.
- If your password is reset, it will be reset to your Student ID/Lunch Number. You will then have to change the password to something that you can remember.



WakeID Portal & Student Email Directions

4.

-Once you are in WakeID Portal, click on **“OUTLOOK”** for your student email.



5.

-You have to click on **“INBOX”** to see any emails that have been sent to you.
-You might have emails in your **“OTHER”** folder too.
-To write an email to your teachers, click on **“NEW MESSAGE”** in the top right corner, under outlook.

