

School Email

Outlook

Welcome Innovators!

Today we are going to learn how to use our school email. We will learn what our email address is, along with how to read new emails and respond to other emails.

In your WakeID Portal, click on the OUTLOOK icon.



Applications

Profiles

My Applications

Team Applications



Filter Results...



Show All



28



Follett
Destiny ⓘ



MY SCHOOL WEBSITE
My School WebS... ⓘ




Outlook (Staff) ⓘ




Office 365 ⓘ



WakeConnect ⓘ




Google (Staff) ⓘ



Google Meet ⓘ



Google Classroo... ⓘ



Canvas ⓘ



Learning Central... ⓘ



Digital Resource
Product
Library ⓘ



Discovery
EDUCATION ⓘ

Categories

When your mailbox opens, your INBOX is displayed. When you click on an email, the message displays on the right side of the screen.

The screenshot shows the Microsoft Outlook interface. At the top, there is a blue header with the Outlook logo, a search bar, and various icons. Below the header, there is a navigation pane on the left with options like 'New message', 'Reply', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categorize', 'Snooze', and 'Undo'. The main area is divided into two sections: the left section shows the 'Inbox' folder selected, with a list of emails. The right section shows the details of the selected email. A red circle highlights the 'Inbox' folder in the navigation pane. A green plus sign is overlaid on the selected email in the list, and a green arrow points from it to the right section. The email details on the right show the sender as 'Google Forms' and the subject as '(Name of School/Department) Verification of WCPSS Required Trainings 2020-21'. There are also warning messages about blocked content and a 'CAUTION' banner.

Or you can double click on the message and a new window will open up with the message in it.

So what is my email address???

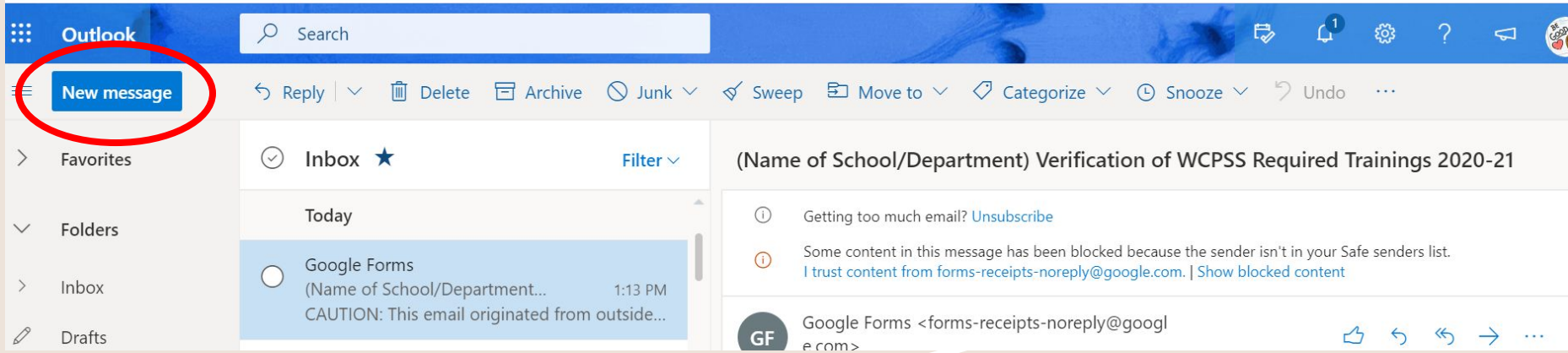
WakeID + @students.wcpss.net

Example:

My WakeID is **jcuccurullo**, so if I had a student account, my email would be:

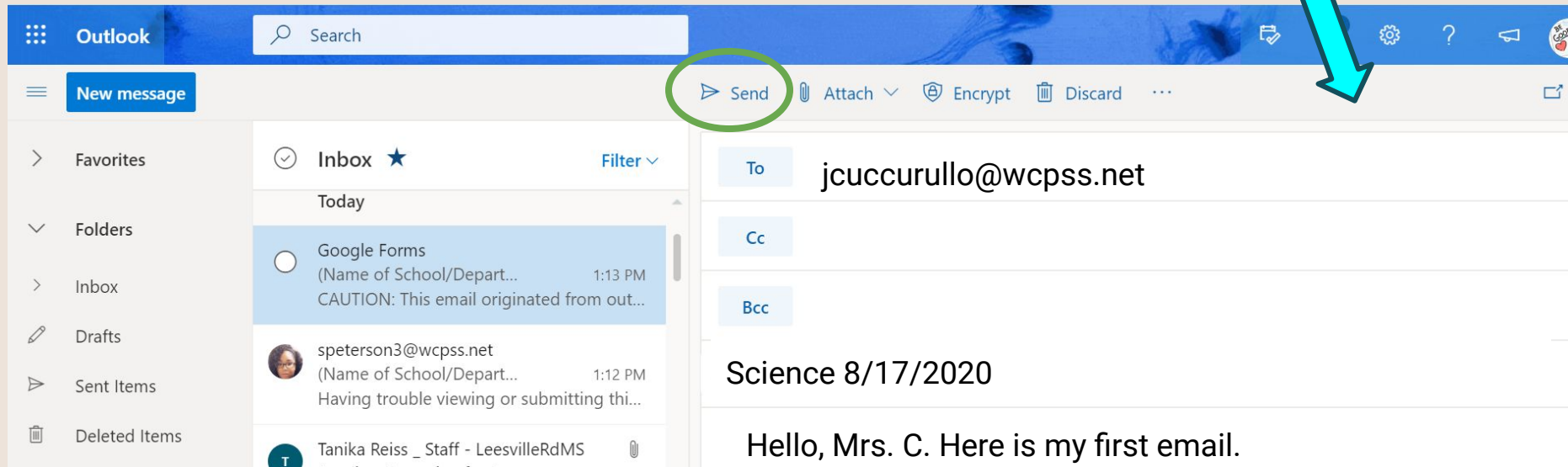
jcuccurullo@students.wcpss.net

How to Send a New Email



Click on the “New Message” Button.

A new window appears to write your email.



1. Type the email address of the person who you are writing to in the “To” row.
2. Type the subject of your email in the “Add a subject” row.
3. Click on the main empty space and write your email. When you are finished, click on the “Send” button to send your email.

How to Reply to an Email

The screenshot displays an email client interface. At the top, a navigation bar contains several action buttons: Reply, Delete, Archive, Junk, Sweep, Move to, Categorize, Snooze, and Undo. The 'Reply' button is circled in red. Below this bar, the 'Inbox' is visible with a list of emails. The selected email is from 'Google Forms' with the subject '(Name of School/Department) Verification of WCPSS Required Trainings 2020-21'. The email content includes a warning about blocked content and a 'CAUTION: This email originated from outside of the organization! Proceed with caution!' message. At the bottom right of the email content, a 'Reply' button is also circled in red, along with other email action icons like Reply All, Forward, and Print.

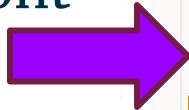
To Reply to an email, you can click on the Reply button either at the top left of the screen or on the Reply button at the top right of the email.

How to Reply to an Email

The “To” row is already filled in.



The Subject line is the same, but “Re:” is in front of it.



Type into the empty space below the subject line.



Click “Send” to send your reply.

A screenshot of an email reply interface. At the top, there are buttons for 'Send', 'Attach', 'Encrypt', and 'Discard'. Below these are fields for 'To', 'Cc', and 'Bcc'. The 'To' field is filled with 'Google Forms <forms-receipts-noreply@google.com>'. The subject line is 'Re: (Name of School/Department) Verification of WCPSS Required Trainings 2020-21'. Below the subject line, the name 'Juli Cuccurullo' is displayed, followed by 'Virtual Academy 6th Grade Science Teacher' and 'Leesville Road Middle School'. At the bottom, there is a rich text editor with various formatting options and a 'Send' button.

Email Reminders

- Do not open or reply to any emails from people who you do not know or recognize.
- Only use your school email for school communication.
- When you email your teachers, use your school email, NOT your home email.
- Be Internet safe! Do not give out any personal information over email.
- If you are ever in doubt, just ask. 😊