

Checking Your Student Email

When to Check Your Email

All teachers will be using Canvas to deliver activities and lesson plans, so students should not need to check this email too frequently. Canvas has a built-in messaging feature that students can and should use to ask their teachers questions.

However, it's still helpful and important to know how to access this email account. Students might want to use this email to sign up for Khan Academy or use it for alerts and messages from CollegeBoard.

By logging in, students also have access to a full suite of Microsoft programs and cloud storage online. We'll show you how to access those at the bottom of this tutorial.

Step 1: Navigate to Our School Website

- www.camasvalley.k12.or.us

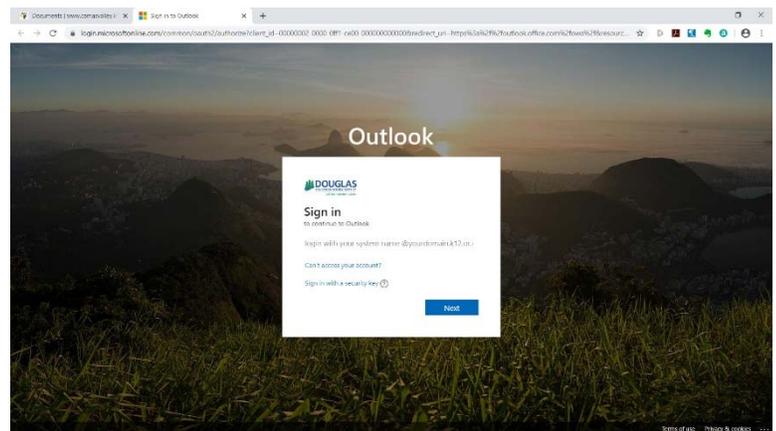
Step 2: Navigate to Student Web Mail

- Hover your mouse over "Parents/Students" at the top of the page (right in the middle) and you'll see a drop-down menu.
- On the drop-down menu click "School Web Mail"



Step 3: Log in to Outlook

- A new tab will open, and you'll see a place to sign in.
- Your username is your first initial followed by your last name @camasvalley.k12.or.us
- We'll use our mascot Hammy Hornet as an example:
hhornet@camasvalley.k12.or.us
- Click "Next" and the screen will change to ask you for a password. This is the same password you use to get on any computer at school.



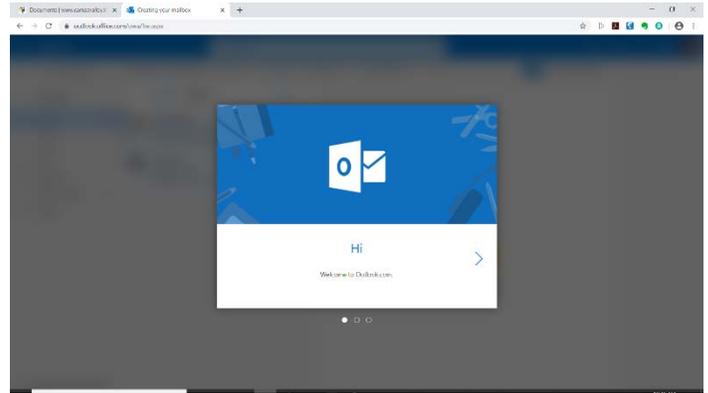
If you have forgotten your password or cannot log in, please use your personal email to contact Andrea Carter at andrea.carter@camasvalley.k12.or.us

You can also call the school at 541-445-2131 Monday-Thursday between 9:00 a.m. – 1:00 p.m. If you call after hours, interrupt our after-hours message by pressing 4209 and you'll be transferred to Mrs. Carter's voicemail. Please leave a message describing your problem and a call back number.



Step 4: Set Up Outlook

- If this is your first time logging in, Outlook will ask you a few questions first to customize your inbox.
- Press the right arrow to go to the next step where you select your time zone (it should default to the correct one) and the right arrow again to set a theme for your inbox.
- Then click the right arrow one last time and it'll finish your set up. Then hit "Get Started." Once it opens, there will be a few more set up questions it asks. Just follow the steps or click the X in the top right-hand corner to skip it.



Step 5: Check Your Email

- Here's a look at Hammy's email. There's only one message from their graphic design teacher, Mrs. Gerritsen.
- Notice that above the message there is a "Focused" folder (which we're in now) and an "Other" folder. Be sure to check that Other folder as well. It should be filtering out junk email but sometimes important things can end up there accidentally.
- To see Mrs. Gerritsen's full email, Hammy clicked on it and it appeared in the window to the right. Simply hit "Reply" if you need to send a message back. Type your message directly in the box and hit the blue "Send" button when you're done.

