



Email Basics

Overview

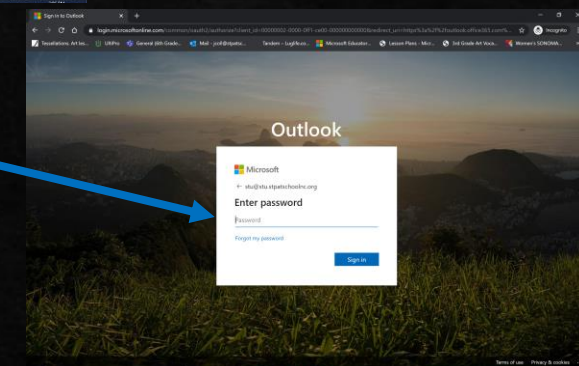
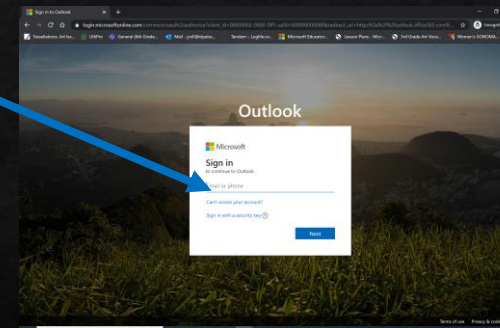
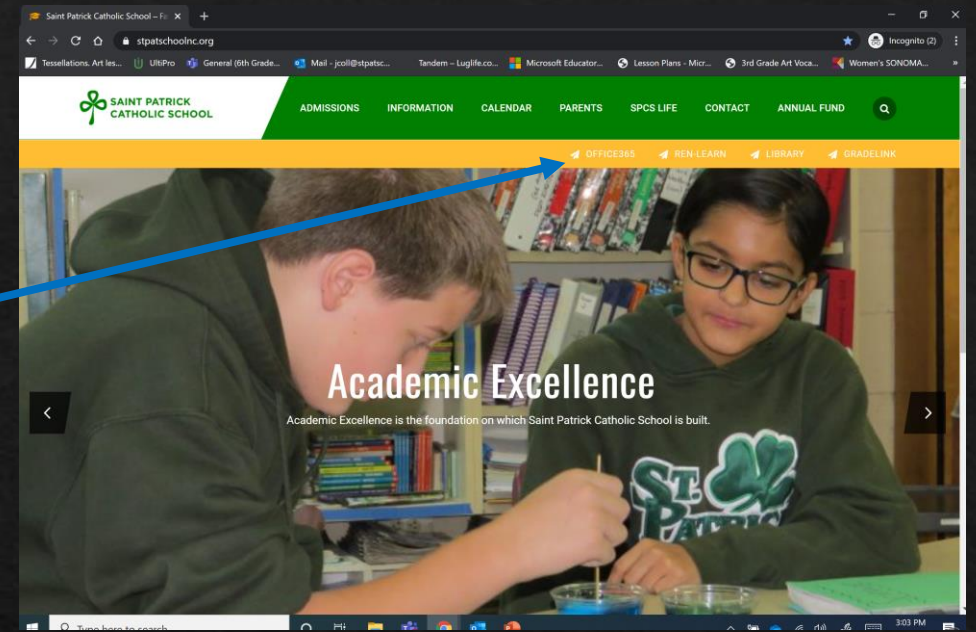
To Get to my email I will need the following information:

- ◇ **My Username:** (should be my first initial of my first name, and then the first four letters of my last name) - should be the same login that you use to login to the computer in computer class.
- ◇ **My Password:** (your password is a Capital Letter S then lowercase p, c, s followed by four numbers. - should be the same login that you use to login to the computers in computer class.

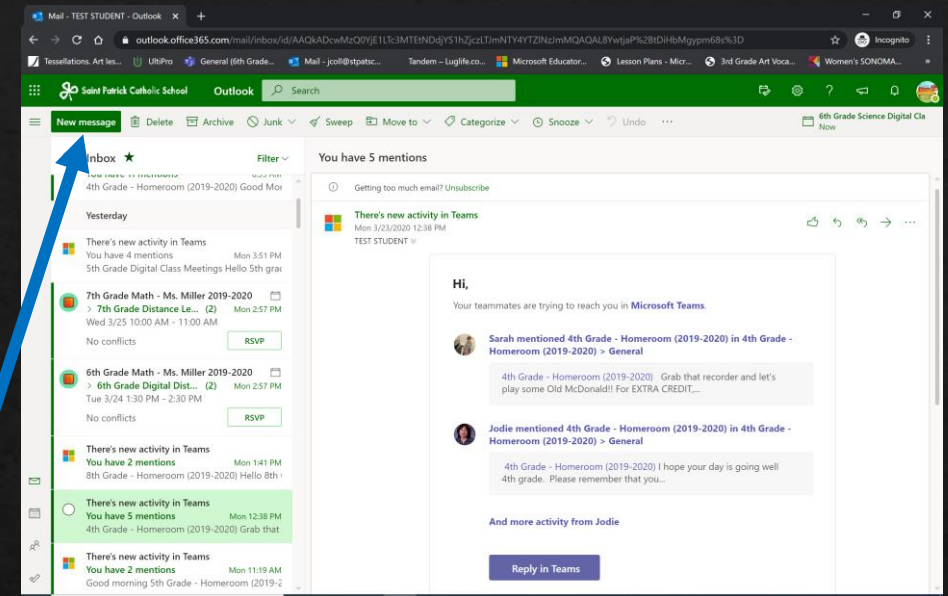
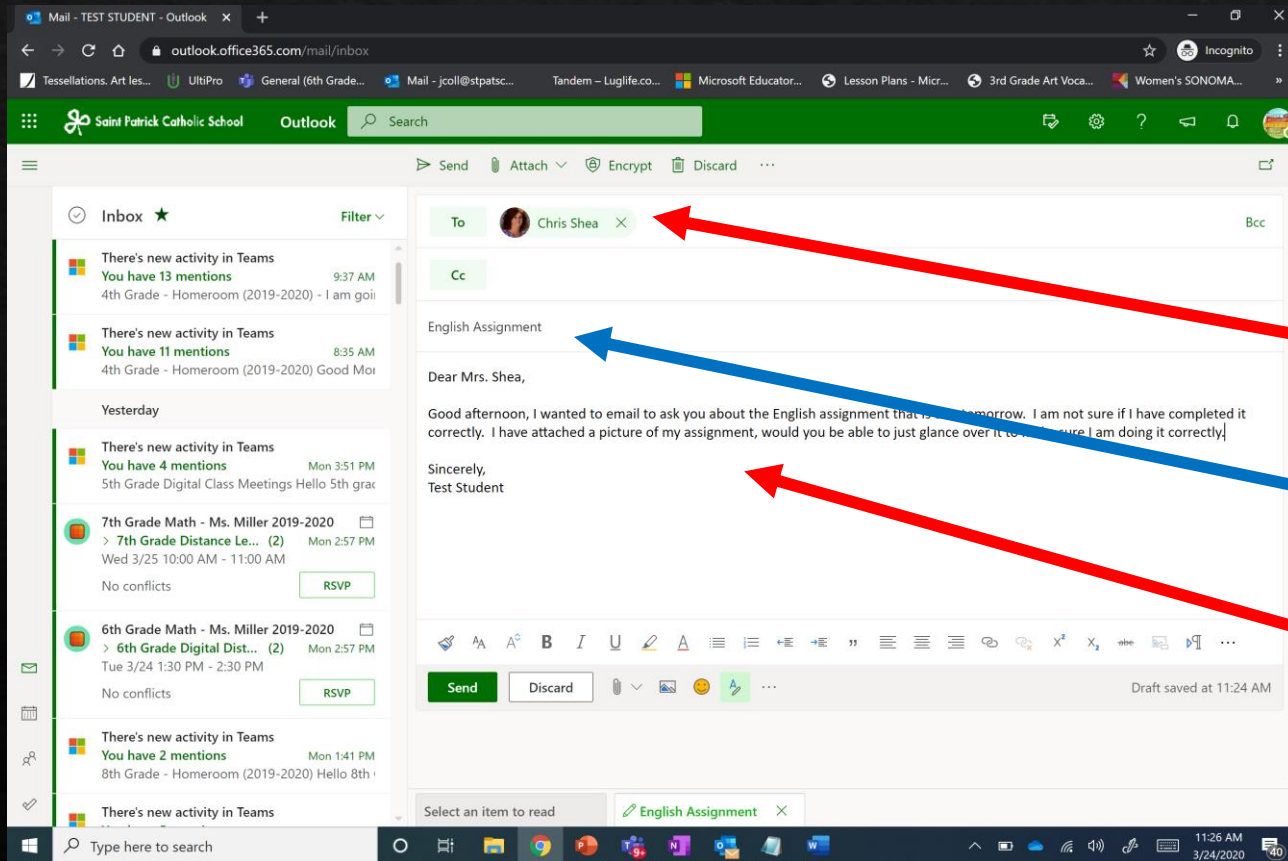
***If your username and password stop working please email Ms. College at Jcoll@stpatschoolnc.org.

Login to your Email

- ◆ To login to your student email, you will need to go to stpatschoolnc.org on an internet browser.
- ◆ Next please click on Office 365 in the golden ribbon on the home page of the school website.
- ◆ Once you click on Office 365, its going to ask for a login: Your login will be your username plus @stu.stpatschoolnc.org
 - ◆ For Example: Students Name: Jodi College Username jcoll@stu.stpatschoolnc.org
- ◆ Please click next, then its going to ask for your Password then press next.
 - ◆ For Example : Spcs1234
- ◆ If you are using a cell phone to access your email please use this link: <https://stpatschoolnc.org/quicklinks/>
 - ◆ With using your cell phone to access your email, you will only be able access your Outlook and nothing else.



How do I write an email?



- ◆ Step 1: Please click the New Message button on the left side.
- ◆ Step 2: Please fill out the To: of the box that appears. (who you are sending the email too)
- ◆ Step 3: Write a subject of the email in the subject line. (what is your email about – topic)
- ◆ Step 4: Begin to write your email to the person in the body of the email. Make sure you use a letter format (heading – Mr., Mrs. and person's name, then the letter, finally ending with a conclusion and your name)