

# Student Email Help Sheet

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## Getting into your email:

1. Open a web browser to your school home page [www.nestucca.k12.or.us/es](http://www.nestucca.k12.or.us/es)
2. Hover over Students and click "Student Email"
3. Enter your login name and password (ie SusieJ then yourpassword)
  - a. Notes:
    - i. Your email password doesn't change
    - ii. Your email password is the same as you login password for grades 1-6
4. Click the Login button

## To read an email:

From your Inbox window just click the email to view. It will show up in the window to the right.

## To create/send an email:

1. Click the Compose button in the upper left corner
2. Enter the users full email address in the To box 
  - a. If this is another student it would be something like [JohnnyS@students.nestucca.k12.or.us](mailto:JohnnyS@students.nestucca.k12.or.us)
  - b. If this is a staff member it would be like [TeacherLogin@nestucca.k12.or.us](mailto:TeacherLogin@nestucca.k12.or.us)
3. Enter a subject in the Subject box
4. Click in the main body of the email and type there
5. To attach a file to the email
  - a. Click the "Attach Files" button (paper clip with the + sign button in the upper right corner)
  - b. Browse to and select the file to attach
  - c. Click the open button
6. Click the Send button in the upper left corner to send the email

## To delete an email:

1. Click the email to delete
2. Click the Delete button located at the top center of the screen (Trash can)

## To mark an email as spam so you don't receive email from them again:

1. Click the email (or place check marks next to several email)
2. Click the Spam button (frown face button next to the trash button)

## To logout of your email:

1. Click on the down arrow in the upper right corner to the right of your email address
2. Select Logout