

## How to log into your Student Email – Cheat Sheet

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STUDENTS: DID YOU KNOW THAT YOUR TEACHERS & OUR CSD STAFF HAVE BEEN DIRECTED TO EMAIL YOU VIA YOUR **"SCHOOL EMAIL ACCOUNT"**.

DID YOU ALSO KNOW IF YOU HAVE EMAILED YOUR TEACHER OR ANY C-SD STAFF VIA YOUR PERSONAL EMAIL ACCOUNT (GOOGLE, ICLOUD, YAHOO, ETC.) THAT IT MORE THAN LIKELY WENT RIGHT INTO YOUR TEACHER'S JUNK EMAIL FOLDER?

WHAT DOES THIS MEAN? IT MEANS THAT YOU (AND ALL C-SD STUDENTS) SHOULD BE USING YOUR SCHOOL EMAIL ACCOUNT TO EMAIL YOUR TEACHERS OR OTHER STAFF MEMBERS.

YOUR EMAIL IS: \_ \_ \_ \_ \_ [@dcpsmd.org](mailto:____@dcpsmd.org) (use your 5 digit student number)

### HOW TO DO YOU ACCESS YOUR SCHOOL EMAIL ACCOUNT?

- GO TO DCPS (DORCHESTER COUNTY PUBLIC SCHOOLS) WEB SITE: <http://dcps.k12.md.us/>
- IF YOU ARE ON A HOME COMPUTER OR A LAPTOP, YOU WILL SEE "WEBMAIL LOG IN" AT THE TOP RIGHT HAND CORNER OF YOUR SCREEN....SEE SCREEN SHOT BELOW:



- IF YOU ARE ON A PHONE OR IPAD, IT MAY NOT APPEAR IN THE TOP RIGHT CORNER, BUT SCROLL DOWN UNTIL YOU SEE THE LIST OF LINKS AT THE BOTTOM, THEN FIND "WEBMAIL LOG IN" THERE.
- CLICK ON THE LINK, TYPE IN YOUR USERNAME & PASSWORD, AND IT WILL TAKE YOU TO YOUR ONLINE MICROSOFT PORTAL (WHERE YOUR ONE DRIVE IS). INSTEAD OF CLICKING ON YOUR ONE DRIVE, WHICH YOU ARE USED TO, CLICK ON YOUR EMAIL.
- YOU HAVE ARRIVED AT YOUR SCHOOL EMAIL ACCOUNT & THIS IS WHERE YOU EMAIL YOUR TEACHERS & MOST IMPORTANTLY, HOW THEY WILL COMMUNICATE WITH YOU.

I hope this was helpful. We need you to use this email account & I pray that nothing like this happens again in our lifetime. Hope you are doing well & staying healthy. Reach out to any of us if you need anything. We care about you!!!

My email is: [shaws@dcpsmd.org](mailto:shaws@dcpsmd.org)

