

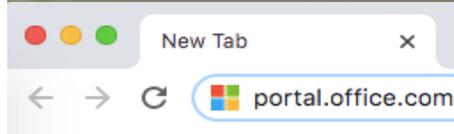
# DID YOU KNOW YOU HAVE A SCHOOL EMAIL???

## SPOILER ALERT: YOU DO!

Teachers will be communicating through your school email, so please check it!

### To get to your school email and Office 365:

1. Go to [portal.office.com](https://portal.office.com)



2. Sign in with your email ([yourmatric#@s.tusd1.org](mailto:yourmatric#@s.tusd1.org)) and your school computer password.



Sign in

00000000@s.tusd1.org

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Sign in

Tucson Unified School District

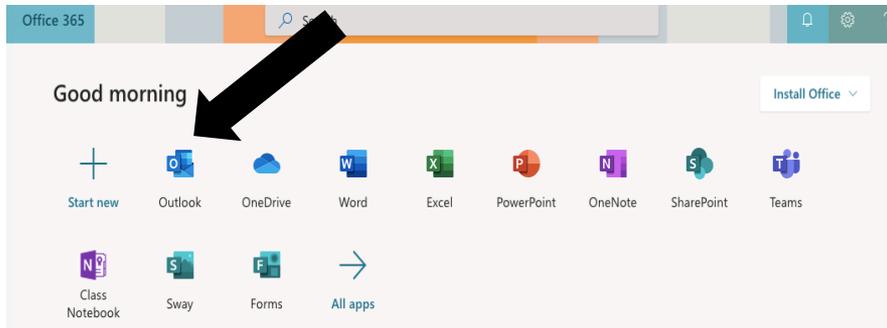
Sign in with your organizational account

000000@s.tusd1.org

Password



3. Click on the Outlook icon



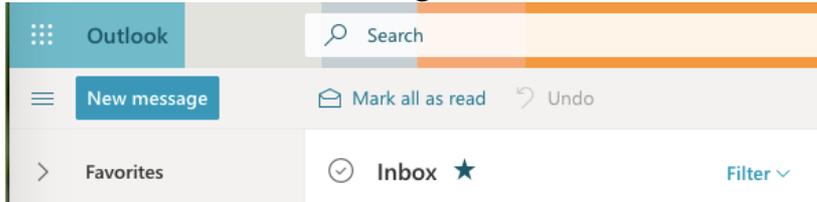
This is Office 365

4. Ta-da...you're in your school email!

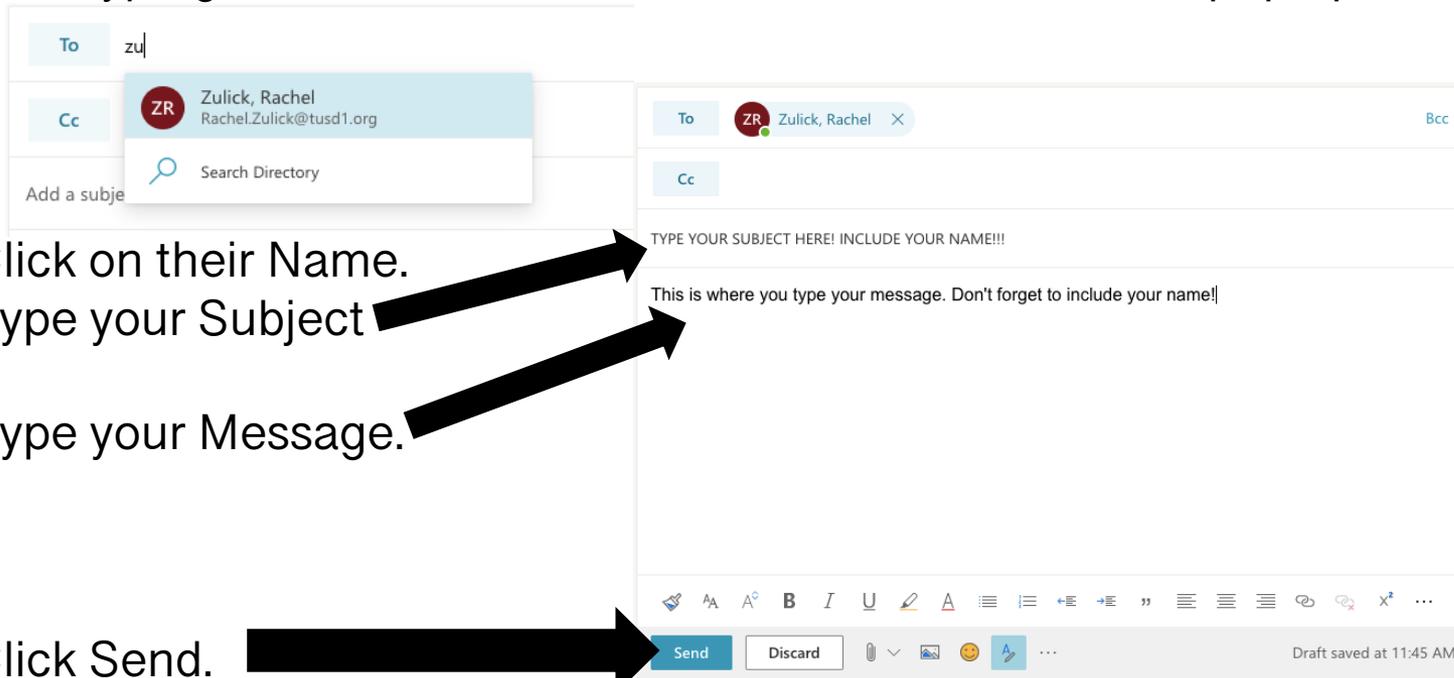
# HOW TO EMAIL A TEACHER

## To Email a Teacher:

1. Go to your school email (portal.office.com→sign in→click on Outlook)
2. Click on New Message



3. Start typing the teacher's name into the To line. It should pop up eventually.



4. Click on their Name.
5. Type your Subject
6. Type your Message.
7. Click Send.
8. Ta-da...you sent your teacher an email!