Student Email DIRECTIONS

1) The address to access student email is [http://www.outlook.com](http://www.outlook.com).

2) Your email address is your regular student login followed by @newtonstudents.org (no spaces)
   Example: David Taylor Smith date of birth Feb. 4
   smithdt0204@newtonstudents.org
   Password = regular computer password

3) On first login, you will encounter this screen. Your account will not work properly unless you select GMT -5:00 Eastern Time (Look for the minus -5:00 in the list)

4) To email, use the entire email address including the @newtonstudents.org unless you choose it from the search bar TO:

5) For emailing teachers the address is teacher lastname.firstname@newton.k12.ga.us

Please be aware of the following guidelines:

- No emails can be sent outside the Newton County School System network
- No emails can be received from outside the Newton County School System network
- Newton County Schools provides these email accounts; as a result, all students’ emails and all employees’ email can be monitored by the school administrators and county administrators
- The school system retains all emails for a period of time in case they need to be reviewed later
- The email address should only be used by the student; parents are not allowed to use a student’s email account
- It is against Board of Education Policy IFBG for students to allow other students, friends, employees or anyone else to use their email account; your child will be held responsible for any inappropriate information that is transmitted from their email account
- These student email accounts are a privilege, not a right, provided by the Newton County School System to students to further their education; the Newton County School System and Eastside High School have the right to revoke any student’s email account if it is determined that an email account was used inappropriately or used in a manner that violated Board policies
- We encourage all students to report to school personnel any email they receive that they feel is inappropriate, bullying, or threatening; these matters are taken seriously
Sending an Email

1) Click New.
2) The *Untitled Message* window appears.

3) If the message is being addressed to a teacher, type the full teacher email address in the *To* field. The teacher’s email address is `lastname.firstname@newton.k12.ga.us`. If the message is being addressed to a student, clicking the *To* button will open the student *Address Book*. 
4) Students in the Address Book are identified by name, grade and email address.
5) Click the student’s name, then the To: → to address the email. Click OK when finished.
6) Complete the **Subject:** field, write the message and then click **Send**.
**Adding an Attachment**

1) Address and complete the email message using the steps above.

2) Click the Paper Clip icon on the *Untitled Message* toolbar.
3) The Attach Files – Webpage Dialog box will open.
4) Click **Browse**...

5) Browse to the location where your file is stored.
6) Click the file you want to attach and then click Open.
7) The Attach Files – Webpage Dialog will reappear with the selected file path displayed. Now, click Attach.

8) The attachment will now be displayed and you are ready to Send. [NOTE] Using CTRL and SHIFT to
select multiple attachments will not work. This is by design.

9)

Adding an Address Book Entry

To make it as easy as possible, you will probably want to add personal Address Book entries for all your teachers and coaches. All teacher accounts follow the syntax of LastName.FirstName@newton.k12.ga.us

Note that there is a period separating LastName from FirstName. There are more periods separating newton from k12, k12 from ga and ga from us. Ask your teacher/coach about how they are listed, especially about first names.

1) On the bottom left side of the main window, click Contacts.
2) The *Contacts Pane* will open.

3) Click *New*. 
4) The *Untitled Contact* dialogue box will open. At a minimum, add your teacher’s first name, last name and email address.

5) When finished, click *Save and Close*. 
6) Your new Contact is now displayed in the Contacts Pane.

7) Now, when clicking the To... button in a new email message, your teacher(s) will appear at the bottom under My Contacts.
8) From here, just follow the directions for sending email and you are finished.