
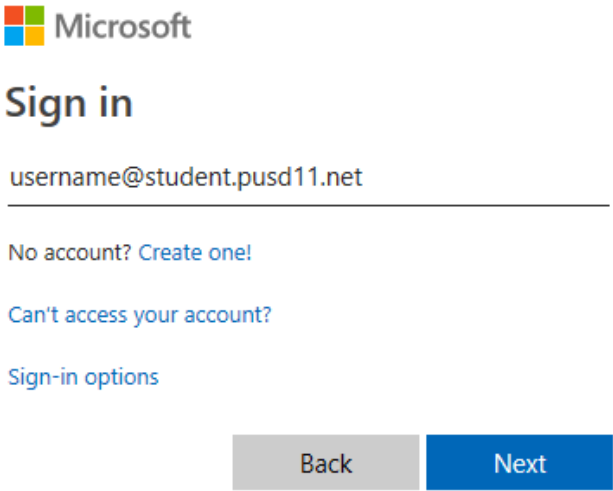
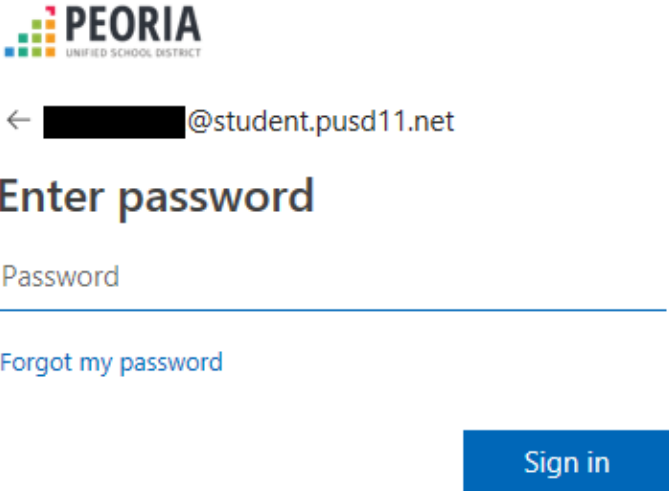
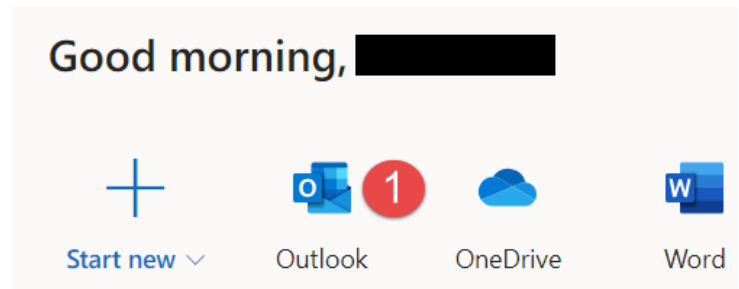


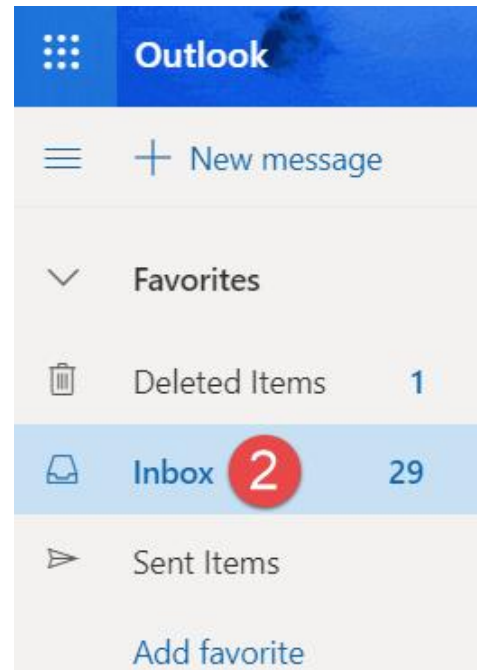
How to Check Email

<p>Go to the eCampus website and click on the “Office 365” icon.</p> <p>www.peoriaunified.org/ecampus</p>	
<p>Enter your Peoria Unified student email address. Your email address is your username followed by @student.pusd11.net.</p> <p>Then, click “Next.”</p>	 <p>The screenshot shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "username@student.pusd11.net". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.</p>
<p>You will then see your email address. Confirm that you entered it correctly. Then, enter your password and click “Sign in.”</p>	 <p>The screenshot shows the Peoria Unified School District sign-in page. At the top is the Peoria Unified School District logo. Below it is a back arrow followed by a redacted email address "@student.pusd11.net". The main heading is "Enter password". Below it is a text input field labeled "Password". Below the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button.</p>

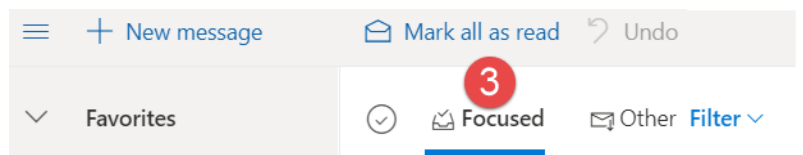
Next, you will see a screen showing the various apps available to you. Click the “Outlook” (1) app to open your email.



A window will open that shows your “Inbox” and other folders such as your Sent Items. Click on “Inbox” (2) to read your messages.

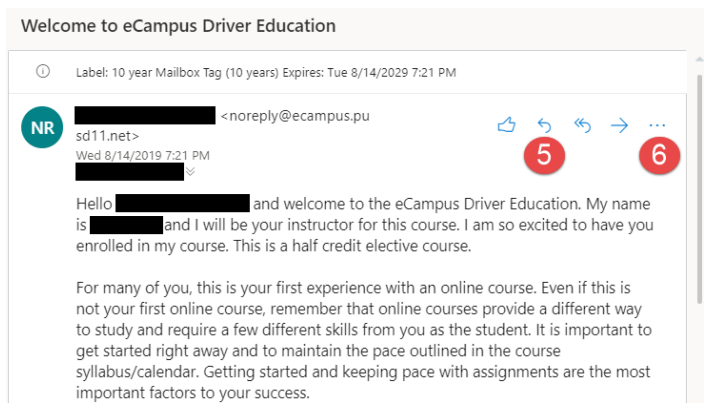
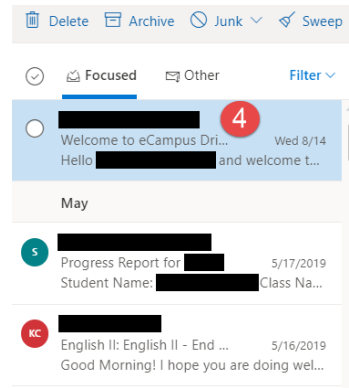


Outlook stores your email in two locations: Focused and Other. Your important messages are typically located in the Focused tab (3). However, check the “Other” tab periodically for emails that you might be missing.



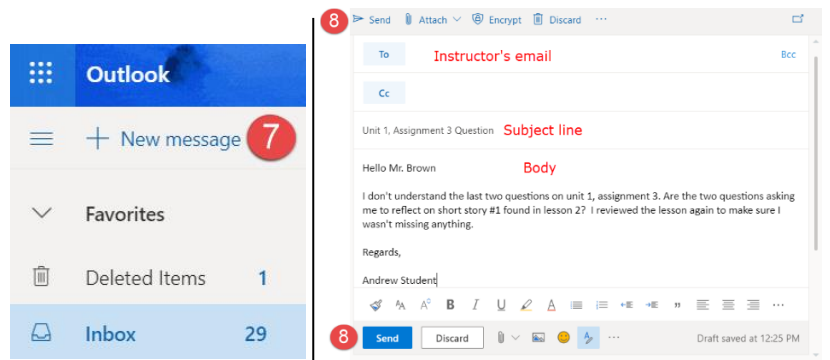
Click the message title on the left pane (4).

The entire message will then show on the right. Click on the arrow (5) to reply to the message. In addition, click on the ellipsis (6) to reveal more options such as Forward, Print, and Delete.



Click on “New message” (7) at the top left to begin a new email.

Enter your instructor’s email address, a subject line, and the body of your message. Example: If you have a question about an assignment, enter “Unit 1, Assignment 3 Question” as the subject and then ask your question in the body of the email. Click “Send” (8) at the top or bottom of the email to send your message.



Click on the app launcher icon (9) at the top left to view all your apps.

