

# Accessing Student Email



## IMPORTANT INFORMATION ABOUT HAVING A STUDENT EMAIL ACCOUNT:

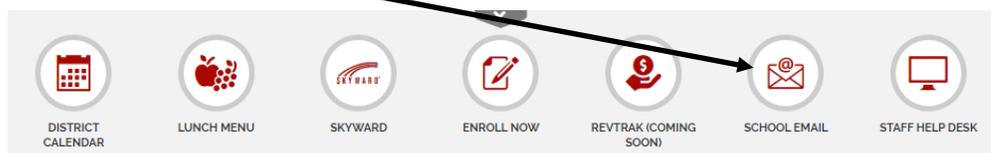
- Grades K-8 students currently may only email others in Lake Station Community Schools or if your teacher has set up access for outside course work, such as PLTW or Edmentum.
- Grades 9-12 students may send and receive email to anyone.
- Student email is archived for 3 years by law.
- Student email is monitored for inappropriate content.
- All communication via school email must remain within the rules outlined in the student handbook and student acceptable use policy. Violating these policies is subject to discipline referrals and actions.

## STUDENT EMAIL CREDENTIALS:

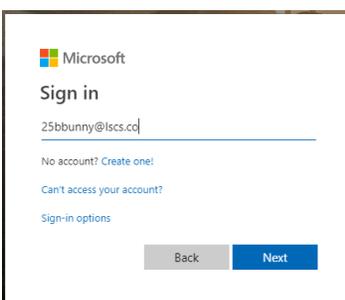
- Email Address is your school username followed by @lscs.co  
*Example: Bugs Bunny's email address would be: 25bbunny@lscs.co*
- Password: same password you use for school.

## HOW TO ACCESS STUDENT EMAIL

1. Open any web browser.
2. Navigate to our school website: <https://www.lakes.k12.in.us>
3. Click on School Email.



4. Type in your email address.
5. Type in your password.



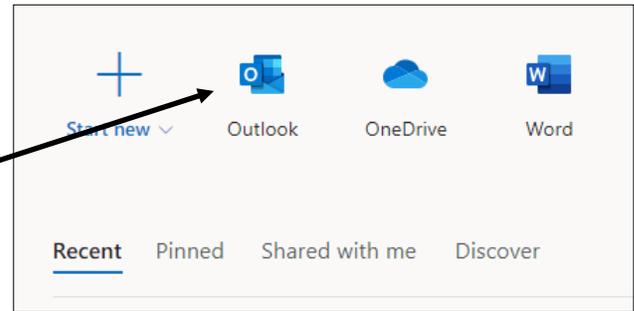
6. If you are prompted to save your log in information, click no if you are using a computer shared by others (ie at school).

# Navigating Student Email



## HOW TO ACCESS STUDENT EMAIL

1. When you first log in, you'll have access to various apps, including email.  
Click Outlook to access your email.

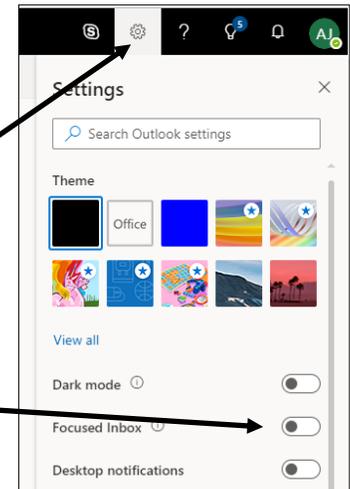


2. First time you access your email you may be prompted to set your time zone.
  - Choose Central Time.
  - Click Save

3. You'll be give a Welcome Tour when you log in the first time.

4. Suggestion: Turn Off Focused Inbox.  
This helps to show all of your emails in your inbox.

- Click the Gear in the upper right Corner
- Toggle the Focused Inbox switch to off



5. Be sure to **LOG OUT** when done, especially when using a shared computer.

## ADDITIONAL APPS INFO

- You can use any of the apps in your web browser from any internet connected device.  
(ie Word, Excel, PowerPoint)
- You can save documents to your One Drive to you can access them from school or home.  
File > Save As > Save As  
Name the document.
- Note you can create folders in One Drive to stay organized  
(example: Algebra I, Spanish II)