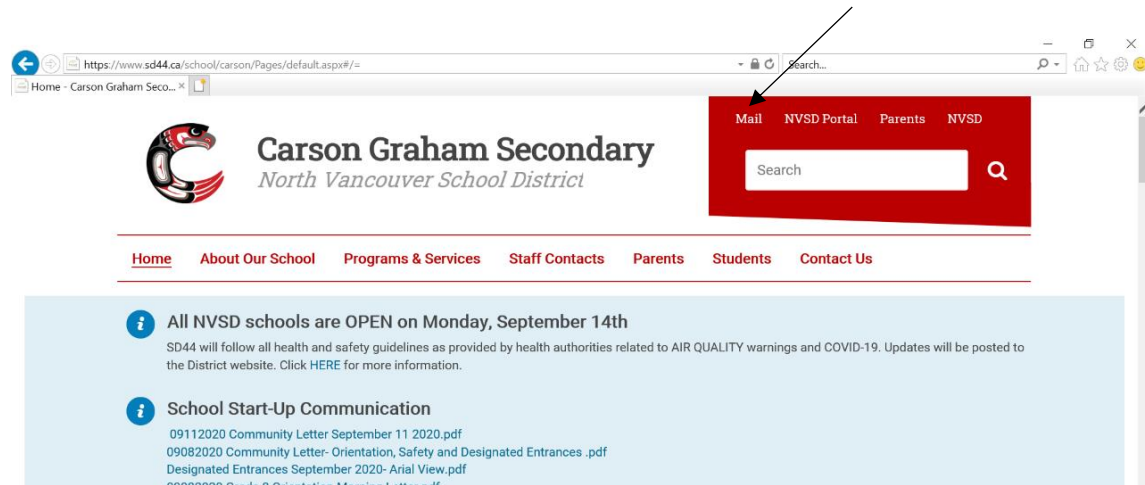
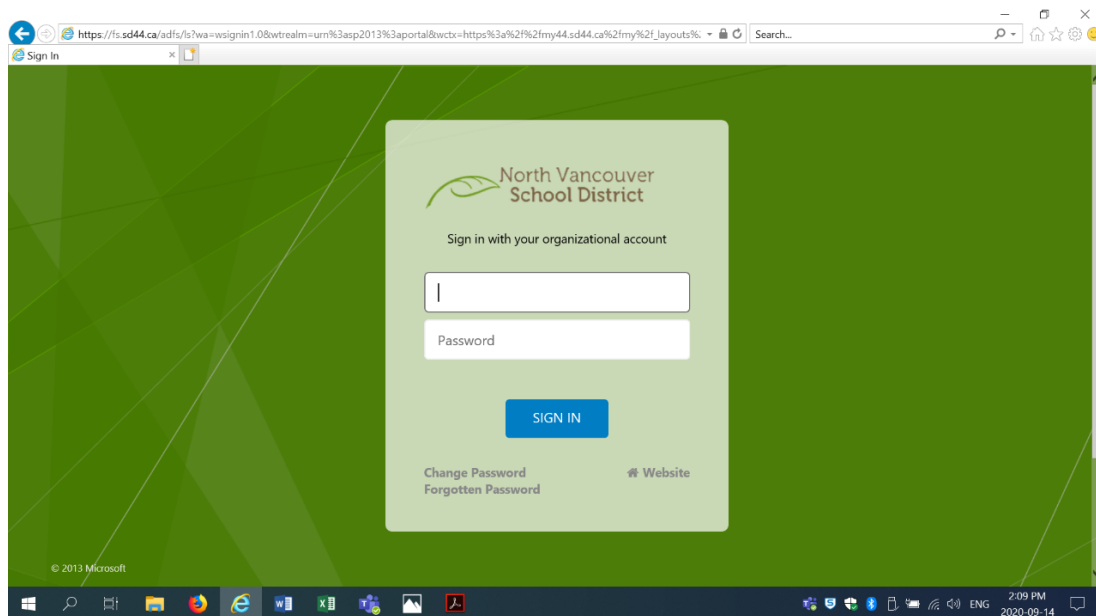


Getting to your School District Email Account

1. Go to www.carsongraham.ca
2. At the top right in the red box, **click Mail**. If you're on a mobile device, go to the bottom of the page and click Utility links to see "Mail"



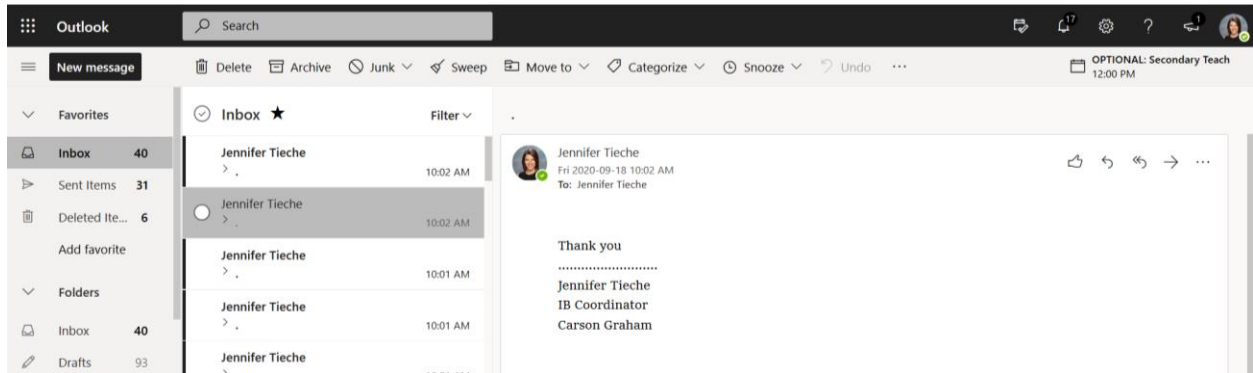
You'll see this page:



3. In the top field **type your Active Directory number** (the number with the letter s at the end). See the IB Coordinators in A202 or your Grade Counsellor if you don't know your number and password.
 - a. This number allows you to access school computers and wifi.
 - b. This number @sd44.ca is your school email address

4. In the bottom field, **type your password**.
 - a. See the IB Coordinators in A202 or your Grade Counsellor if you don't know your number and password.

After you log in you'll see this.



5. This is your in box. Notice the functionality on the left: new message, sent, deleted etc.
6. The waffle at the top left near the work Outlook gives you access to Teams and more. Click it to see what's there.

