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:

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© 2013 Microsoft	Sign In	*			North V Schoo Sign in with your orga Password SIGN Change Password Forgotten Password	iancouver I District nizational account		
	© 2013 Microsoft							

- 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.

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		Jennifer Tieche	IB Coordinator						
	Inbox 40	7 . 10:01 Al	Carson Graham						
0	Drafts 93	Jennifer Tieche							

- 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.

