

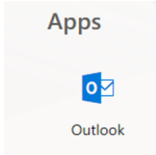
Using Your West Mifflin *Office 365* Email Account



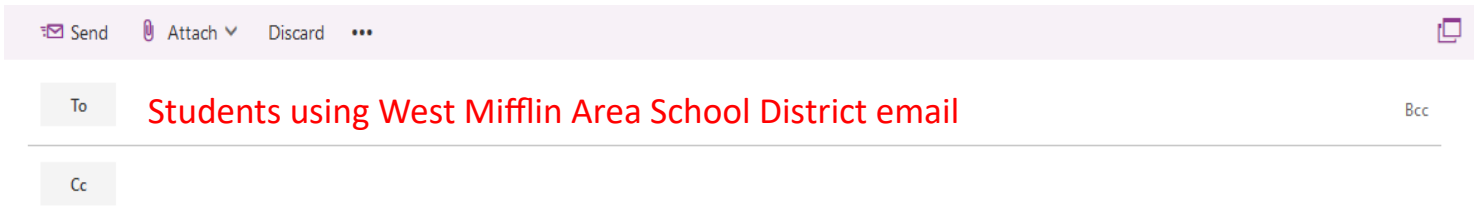
① If using your district laptop, open the **Web Links** folder on the desktop.
★ If using a different computer, you can find the *Office 365* link under the “Student” menu on www.wmasd.org or under “Tech Links” on the library home page: library.wmasd.org—High School



② Click the *Office 365* link. If log on is requested, remember that your User Name is: **YourStudent#@wmasd.org** and your password is the one you use to log into your laptop.



③ From the list of *Office 365* apps, choose *Outlook*. *Outlook* is the app that you will use to check, send, and organize your email.



[What You Need to Know about Using Email– The Essentials!](#)

Your email address is: **YourStudentNumber@wmasd.org**

Your district email account is not private. It is a monitored account meant for you to contact teachers, schools, and organizations as part of communications necessary to complete assignments. It is **NOT** for private email communications. You will not be able to receive email from all outside email addresses, unless they are listed as safe by the district.

- ★ All use of email falls under the rules set forth in the district’s Acceptable Use Policy.
- ★ Violations are subject to disciplinary action.

Be safe when using email:

- ☹ Never click on links from unknown or untrusted sources. (Avoid malware and viruses that can crash your computer!)
- ☹ Never open attachments from untrusted or unknown sources (Avoid malware, viruses, and phishing scams!)
- ☹ Never share your password
- 😊 Always logout when you are finished with your computer
- 😊 Use common sense when you’re sending and receiving email -
 - ☹ Do not reveal personal information (name, physical address/phone number, social security #, etc.) to anyone you communicate with via email.
 - ☹ Do not reply to spam or other harassing or offensive email

Safety tips adapted from:

“Email Safety Tips.” *Secure Florida.org*, SecureFlorida.org, 2018, www.secureflorida.org/staying_safe/email_safety_tips/.



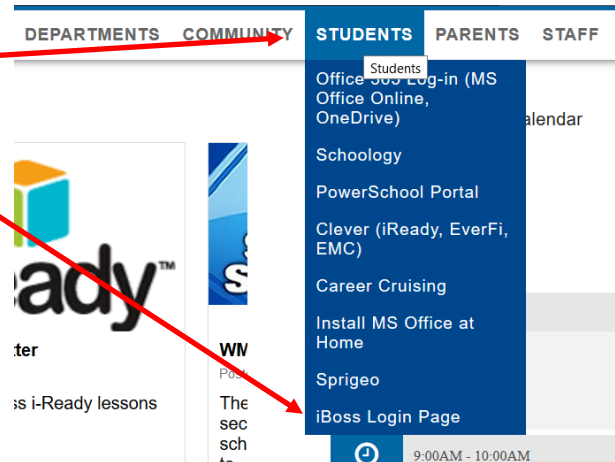
Email Troubleshooting Tips:

If when accessing your email using your laptop, you get an IBOSS error, you will need to re-authenticate your laptop.



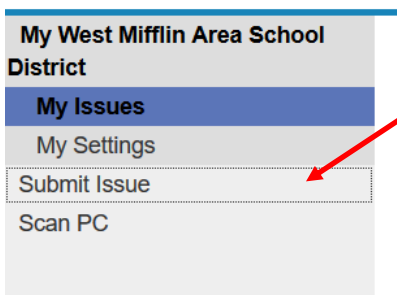
To do this:

1. Go to the district home page—www.wmasd.org.
2. Choose the drop down menu under Students
3. Choose the “Iboss Login Page” option
4. Click the “Login” Button
5. **Do not** click “Logout”, but you can close the window, despite the on screen directions.
6. Refresh Office 365 and you should not be able to access your email account.



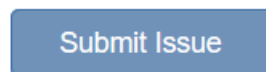
😊 Should you have additional problems, Please come and get tech support. They are scheduled in the Library Tech Office daily from 7:00 AM to 7:30, or you can see Mrs. King for help.

😞 Not receiving email for school? The sender may be blocked!



To request a sender be added to the safe, fill out a tech ticket.

1. Go to: intranet.wmasd.org/helpdesk
(Tech Links on Library Home page or Web links folder on your desktop)
2. Log in. (Student Number and Password)
3. From the menu on the left, choose “Submit Issue.”
4. Fill out the ticket information.
5. When finished, click the “Submit Issue” button from the bottom of the page.



The Technology Department will review the request for approval.

General Laptop Tips:

- 😊 Restart your laptop **EVERY DAY** during morning announcements. This clears the memory and checks the network for updates.
- 😊 Always charge your laptop! The lower the battery, the slower it will work. You can drop your laptop off in the library to charge.

