

Student Email Help Sheet


Getting into your email:

1. Open a web browser to your school home page www.nestucca.k12.or.us/es
2. Hover over Students and click "Student Email"
3. Enter your login name and password (ie SusieJ then yourpassword)
 - a. Notes:
 - i. Your email password doesn't change
 - ii. Your email password is the same as you login password for grades 1-6
4. Click the Login button

To read an email:

From your Inbox window just click the email to view. It will show up in the window to the right.

To create/send an email:

1. Click the Compose button in the upper left corner
2. Enter the users full email address in the To box 
 - a. If this is another student it would be something like JohnnyS@students.nestucca.k12.or.us
 - b. If this is a staff member it would be like TeacherLogin@nestucca.k12.or.us
3. Enter a subject in the Subject box
4. Click in the main body of the email and type there
5. To attach a file to the email
 - a. Click the "Attach Files" button (paper clip with the + sign button in the upper right corner)
 - b. Browse to and select the file to attach
 - c. Click the open button
6. Click the Send button in the upper left corner to send the email

To delete an email:

1. Click the email to delete
2. Click the Delete button located at the top center of the screen (Trash can)

To mark an email as spam so you don't receive email from them again:

1. Click the email (or place check marks next to several email)
2. Click the Spam button (frown face button next to the trash button)

To logout of your email:

1. Click on the down arrow in the upper right corner to the right of your email address
2. Select Logout