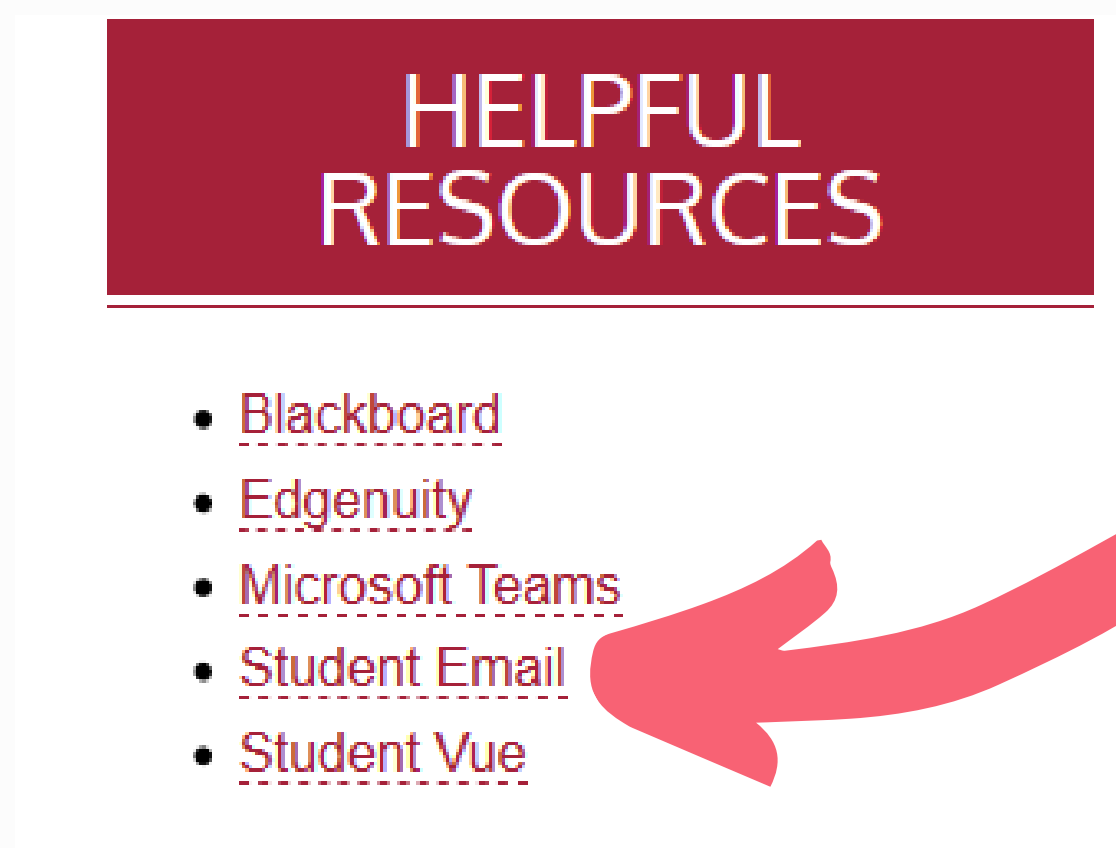


# How to Access School Email

START AT: LAJOYA.TUHSD.ORG

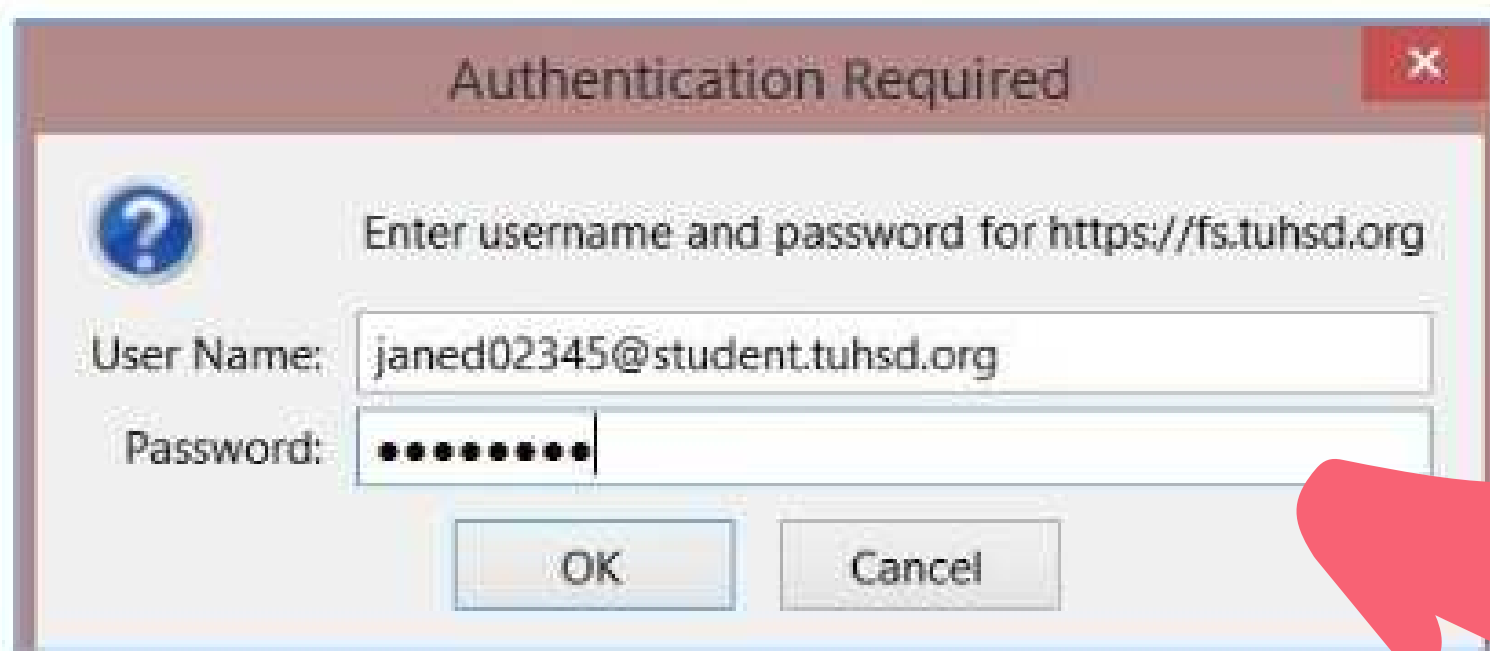
CLICK "ONLINE LEARNING LAUNCHPAD"



## Click on Student Email

From the Launchpad, click on Student Email under Helpful Resources

## Sign In (Twice!)



## Sign In

Use your EMAIL address and password to log in

\*Email address is your first name, last initial, day of birth, last 3 of ID, @student.tuhsd.org

Example: JaneD02456@student.tuhsd.org

\*Password is your ID number, lowercase first name initial, capitalized last name initial, !

(exclamation point)

Example: 123456jD!

# How to Write An Email

BE PROFESSIONAL!



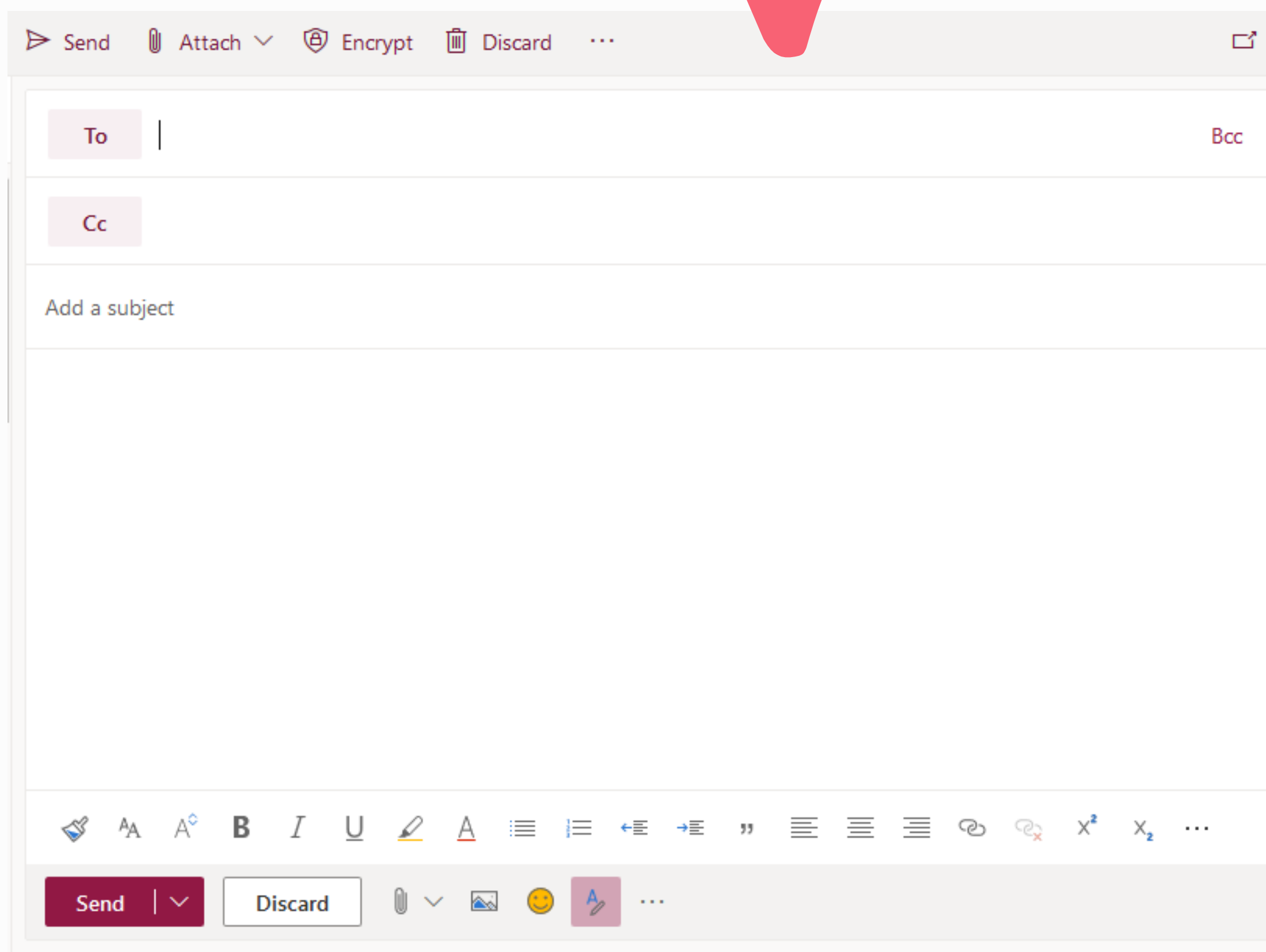
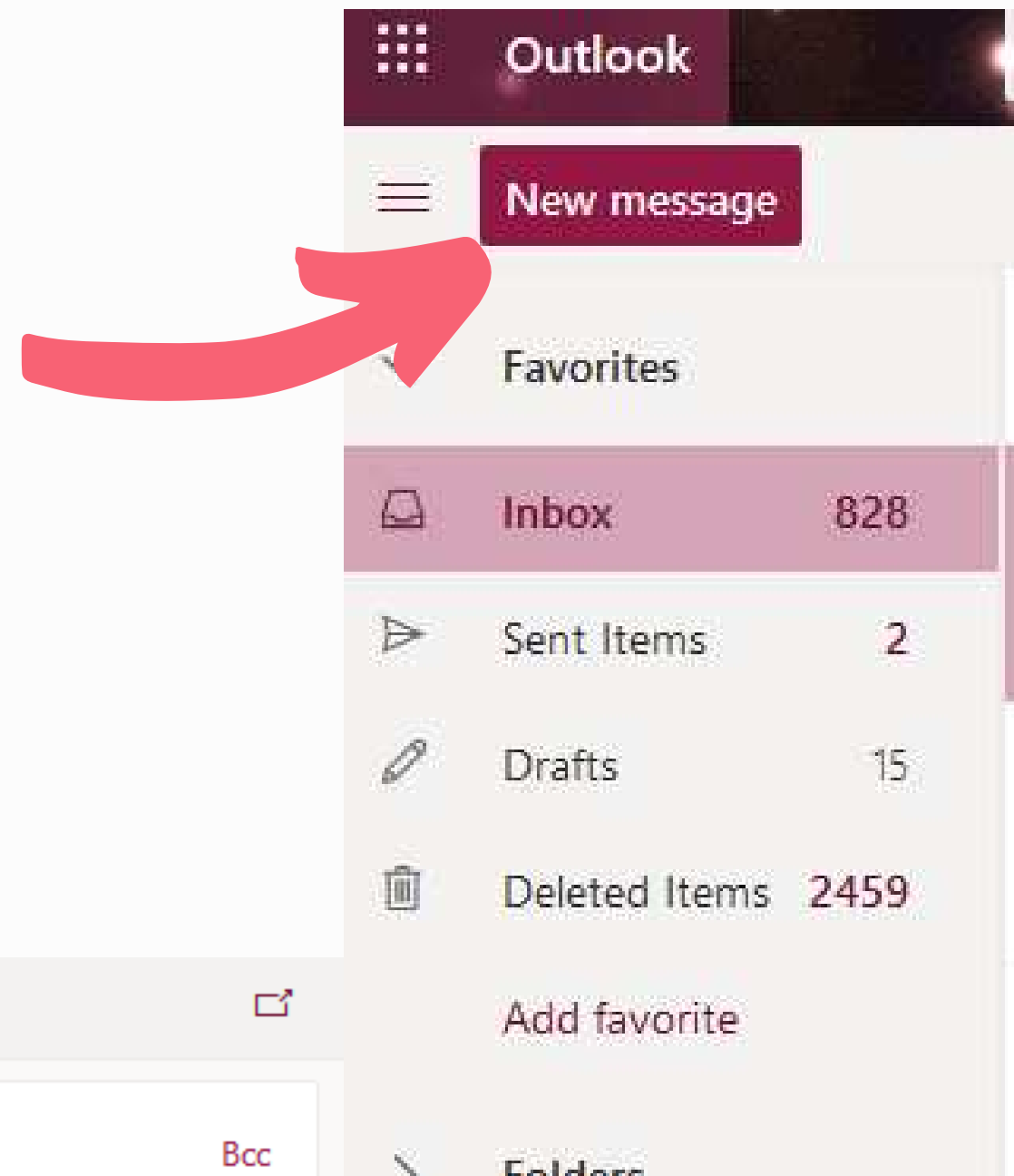
Click on Outlook

This is the official email program.

Click "New Message"

This will open up a window like the one below.

This is where you will compose your email.



# How to Write An Email

BE PROFESSIONAL!

The screenshot shows an email composition interface with several red annotations:

- Attach:** A red circle highlights the paperclip icon in the top toolbar.
- Teacher's Name:** A red box highlights the 'To' field containing 'Karen Furkert'. A red arrow points from the box to the text: "Teacher's Name. This will auto-populate once you start typing their name."
- Subject Line:** A red box highlights the subject field containing 'Hamlet Paper'. A red arrow points from the box to the text: "Subject Line. What is your email about? DO NOT write the entire email here."
- Attachments:** A red box highlights the attachment 'Hamlet Paper.docx' (17 KB). A red arrow points from the box to the text: "Attachments. Click the paperclip icon (circled) to attach a document."
- Body:** A red box highlights the main text area. A red arrow points from the box to the text: "Body. Write your email here. Write it as you would a letter. Be professional and include a greeting, your comments, your name and class."

The email body text reads: "Hi Ms. Furkert,  
I am attaching my Hamlet paper here. I was unable to access Blackboard today, and the paper is due by tonight.  
Please let me know if this is ok.  
Thank you,  
Jane Doe  
English 12, Period 3|

At the bottom, there is a feedback question: "Are the auto-complete suggestions above helpful? Yes No" and a toolbar with a red circle around the paperclip icon. The bottom right corner says "Draft saved at 4:50 PM".

Remember, school email is the only permitted way a teacher can discuss grades or assignments with you, so be sure to be professional and check it daily!