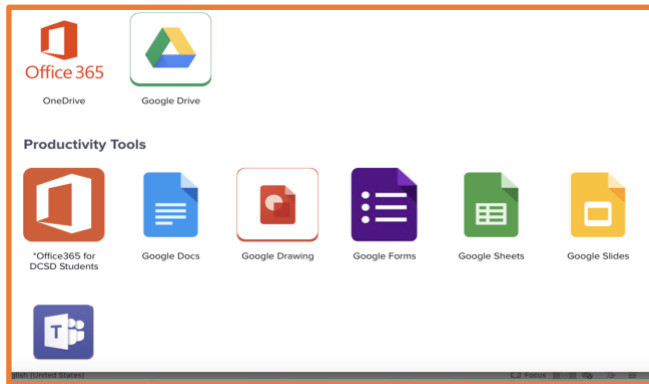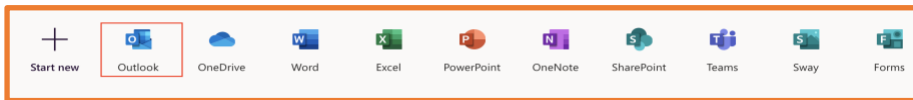# Sending an Email to Teachers through Office365

1. Log in to Launchpad.
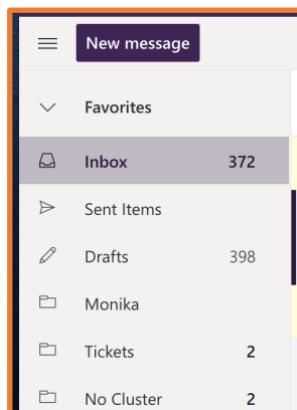
2. Select **Office 365 for Students**.

3. Next select **Outlook**.

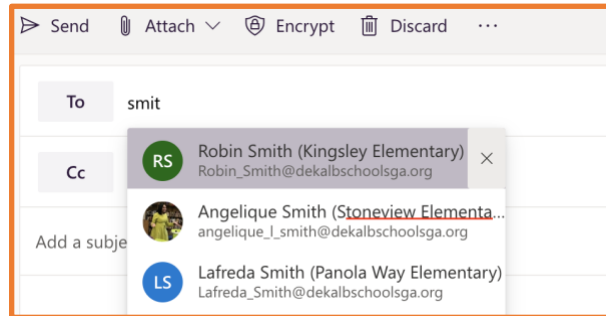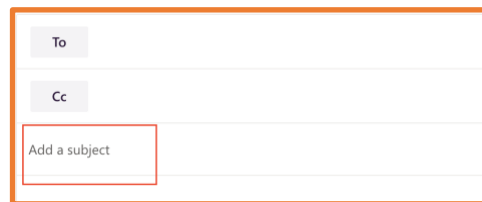4. Select **New Message** in the upper left-hand corner.

5. In the **To** field, type in the teacher's name.

6. Click on the correct teacher's name and school from the drop-down box.

7. In the **Add a subject** field, type in the subject of the email.

8. Click in the box below the subject and type the email.

9. Click on **Send**.