



# EASTSIDE HIGH SCHOOL



## Student Email Information

### *Student Email DIRECTIONS*

- 1) The address to access student email is <http://www.outlook.com>.
- 2) Your email address is your regular student login followed by [@newtonstudents.org](mailto:@newtonstudents.org)(no spaces)  
Example: David Taylor Smith date of birth Feb. 4  
[smithdt0204@newtonstudents.org](mailto:smithdt0204@newtonstudents.org)  
Password = regular computer password
- 3) On first login, you will encounter this screen. Your account will not work properly unless you select **GMT -5:00 Eastern Time**(Look for the minus -5:00 in the list)
- 4) To email, use the entire email address including the [@newtonstudents.org](mailto:@newtonstudents.org) unless you choose it from the search bar TO:
- 5) For emailing teachers the address is teacher lastname.firstname@newton.k12.ga.us

### *Please be aware of the following guidelines:*

- No emails can be sent outside the Newton County School System network
- No emails can be received from outside the Newton County School System network
- Newton County Schools provides these email accounts; as a result, all students' emails and all employees' email can be monitored by the school administrators and county administrators
- The school system retains all emails for a period of time in case they need to be reviewed later
- The email address should only be used by the student; parents are not allowed to use a student's email account
- It is against Board of Education Policy IFBG for students to allow other students, friends, employees or anyone else to use their email account; your child will be held responsible for any inappropriate information that is transmitted from their email account
- These student email accounts are a privilege, not a right, provided by the Newton County School System to students to further their education; the Newton County School System and Eastside High School have the right to revoke any student's email account if it is determined that an email account was used inappropriately or used in a manner that violated Board policies
- We encourage all students to report to school personnel any email they receive that they feel is inappropriate, bullying, or threatening; these matters are taken seriously

Microsoft®  
**Outlook® Web App**

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language:

Time zone:

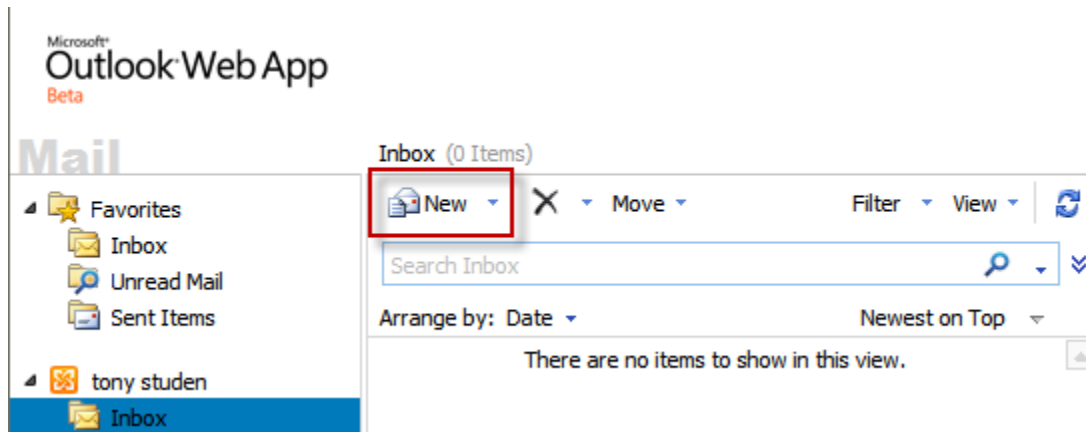
OK

Connected to Microsoft Exchange  
© 2009 Microsoft Corporation. All rights reserved.

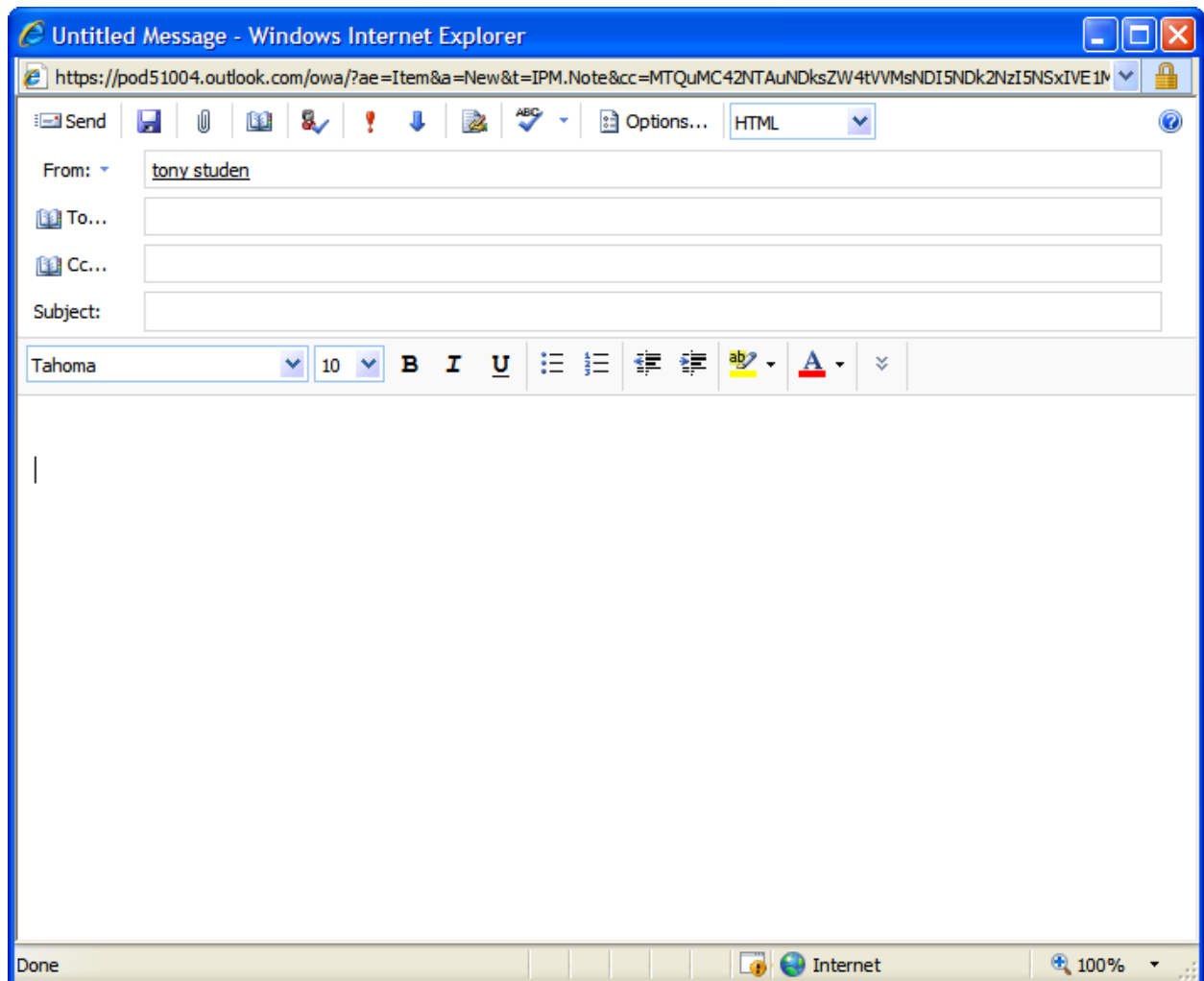
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## ***Sending an Email***

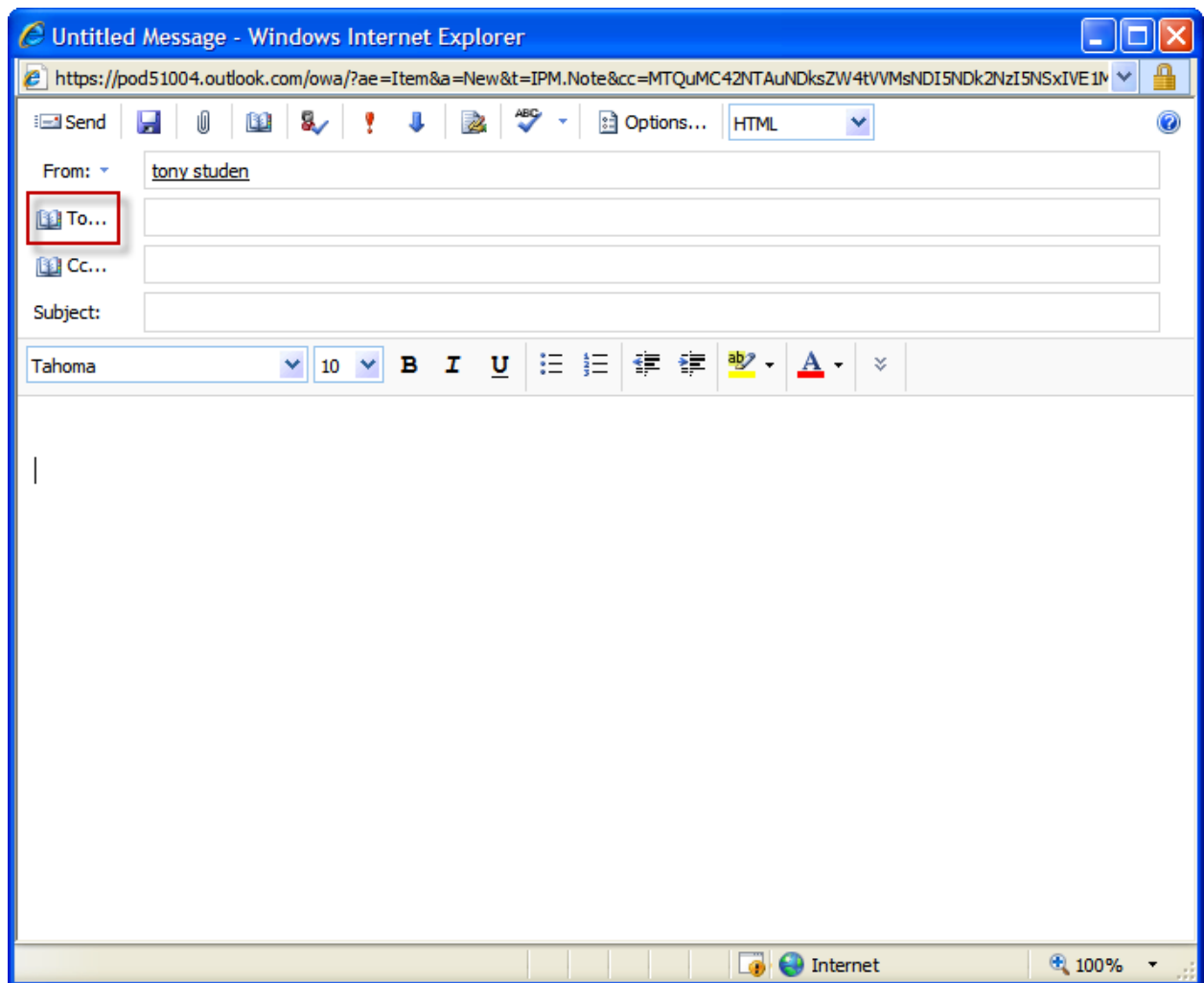
- 1) Click *New*.



2) The *Untitled Message* window appears.



3) If the message is being addressed to a teacher, type the full teacher email address in the *To...* field. The teacher's email address is [lastname.firstname@newton.k12.ga.us](mailto:lastname.firstname@newton.k12.ga.us) If the message is being addressed to a student, clicking the *To...* button will open the student *Address Book*.



4) Students in the *Address Book* are identified by name, grade and email address.

Address Book -- Webpage Dialog

https://pod51004.outlook.com/owa/?ae=Dialog&t=AddressBook&a=PickRecipients

Address Book

Default Global Address List

All Rooms

Show other address lists

Contacts

My Contacts

Contacts

Arrange by: Name A on top

aaa test

Student, 12  
testa1234@newtonstudents.org

**aaaaa test**

Student, 12  
testa12341@newtonstudents.org

Aaliyah Calloway

Student, 8  
callowayaj1106@newtonstudents.org

Aaliyah Chaney

Student, 9  
chaneyaq1201@newtonstudents.org

Aaliyah Dickerson

Student, 8  
dickersonam0608@newtonstudents.org

Aaliyah Goode

Student, 7  
goodeam1208@newtonstudents.org

aaaaa test

Contact Alias E-mail testa12341 testa12341@newtonstudents.org

Information Job title Student Department 12

Organization

Availability Tue 9/28/2010 Show only working hours

Tuesday 9/28/2010

8:00	9:00	10:00	11:00	12 PM	1:00	2:00	3:00	4:00

Message recipients:

To ->

Cc ->

Bcc ->

OK Cancel

https://pod51004.outlook.com/owa/?ae=Dialog&t=AddressBook&a=PickRecipients Internet

5) Click the student's name, then the *To*: → to address the email. Click *OK* when finished.

Address Book -- Webpage Dialog

https://pod51004.outlook.com/owa/?ae=Dialog&t=AddressBook&a=PickRecipients

Address Book

Default Global Address List

All Rooms

Show other address lists

Contacts

My Contacts

Contacts

Arrange by: Name A on top

aaa test

Student, 12

testa1234@newtonstudents.org

aaaaa test

Student, 12

testa12341@newtonstudents.org

Aaliyah Calloway

Student, 8

callowayaj1106@newtonstudents.org

Aaliyah Chaney

Student, 9

chaneyaq1201@newtonstudents.org

Aaliyah Dickerson

Student, 8

dickersonam0608@newtonstudents.org

Aaliyah Goode

Student, 7

goodeam1208@newtonstudents.org

aaa test

Contact Alias E-mail testa1234 testa1234@newtonstudents.org

Information Job title Student Department 12

Organization

Availability Tue 9/28/2010 Show only working hours

Tuesday 9/28/2010

8:00	9:00	10:00	11:00	12 PM	1:00	2:00	3:00	4:00

Message recipients:

To -> aaaaa test;

Cc -> aaa test;

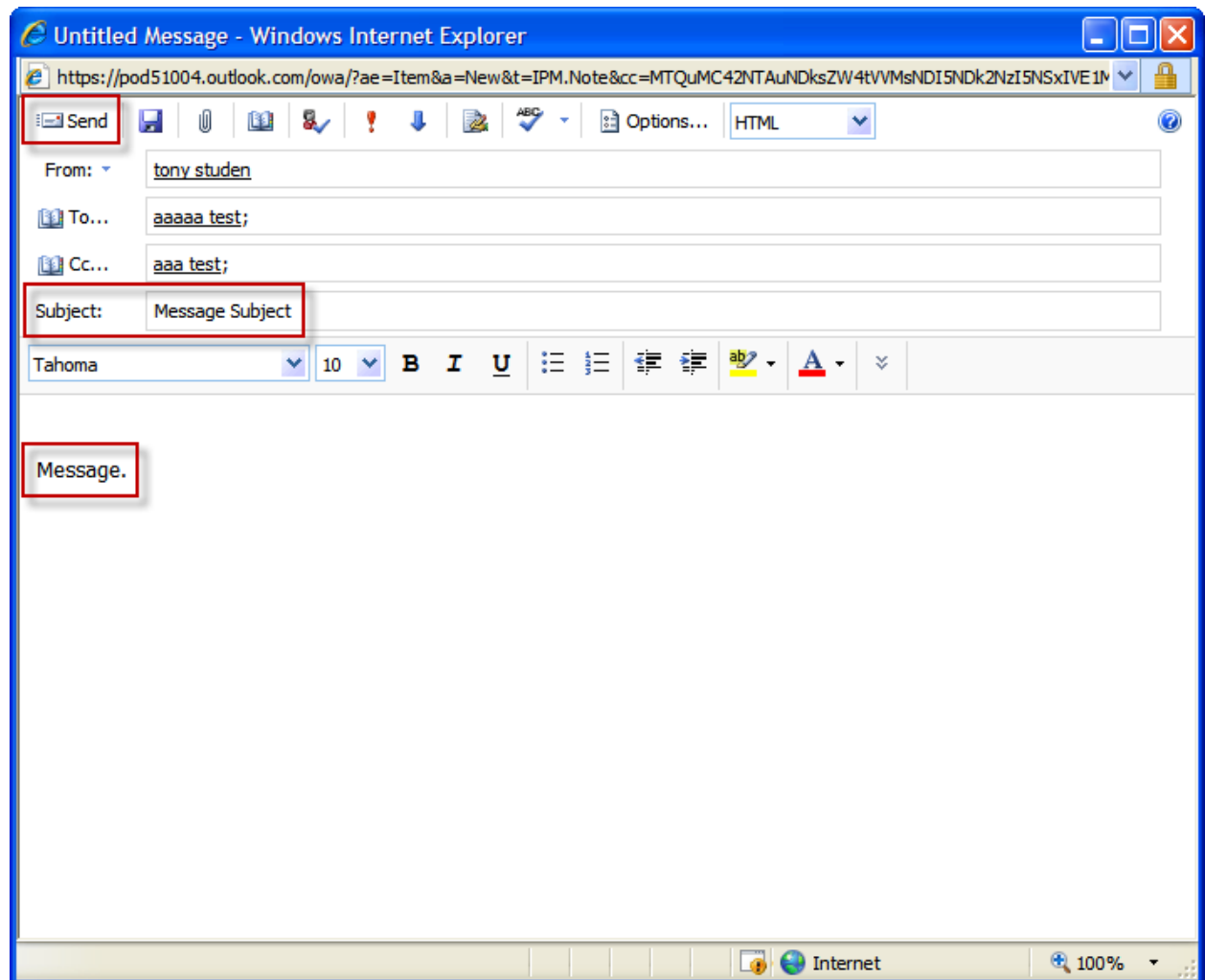
Bcc ->

OK Cancel

https://pod51004.outlook.com/owa/?ae=Dialog&t=AddressBook&a=PickRecipients

Internet

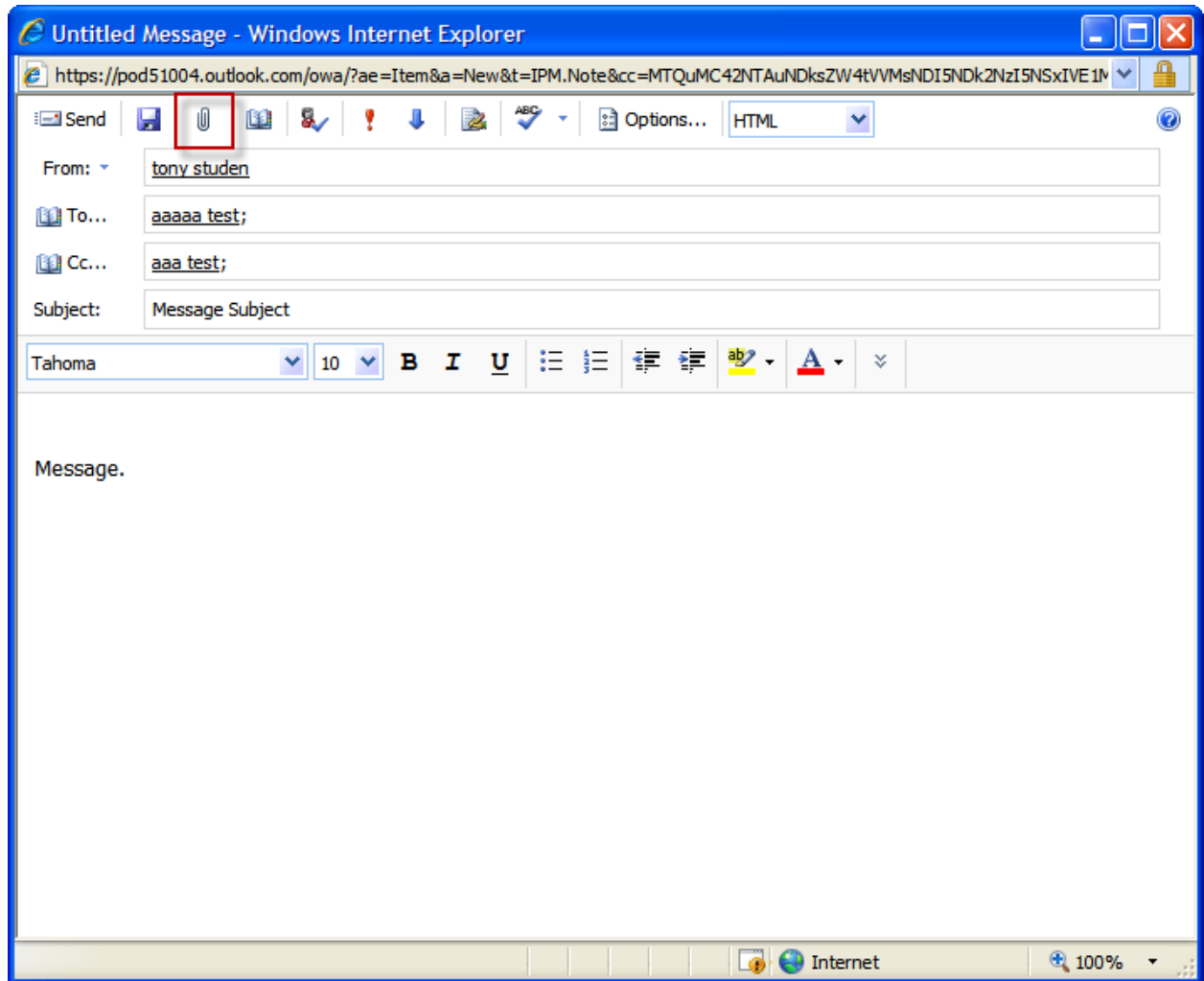
6) Complete the *Subject:* field, write the message and then click *Send*.



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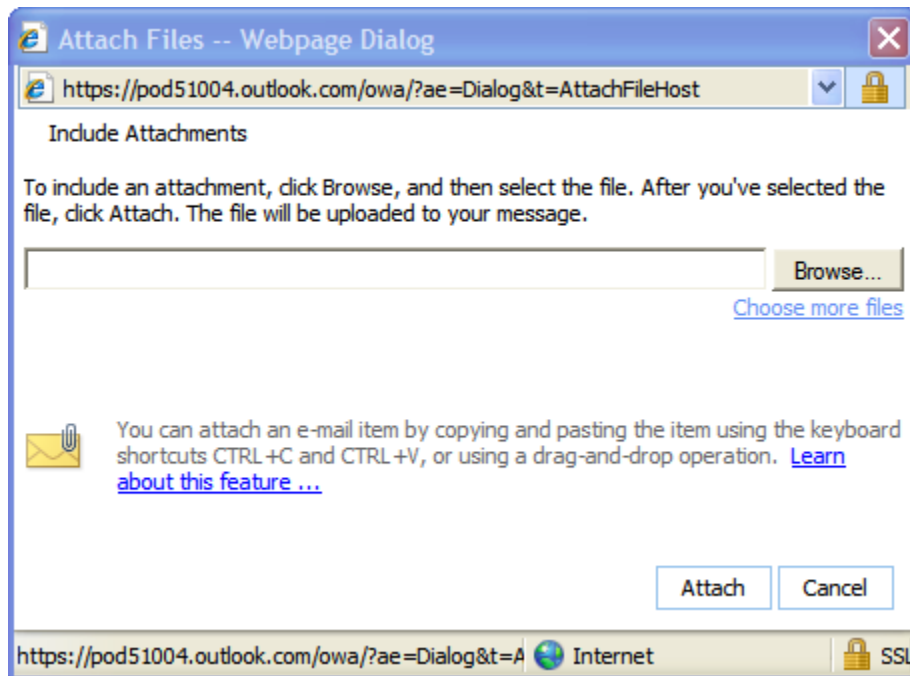
### ***Adding an Attachment***

- 1) Address and complete the email message using the steps above.
- 2) Click the Paper Clip icon on the *Untitled Message* toolbar.

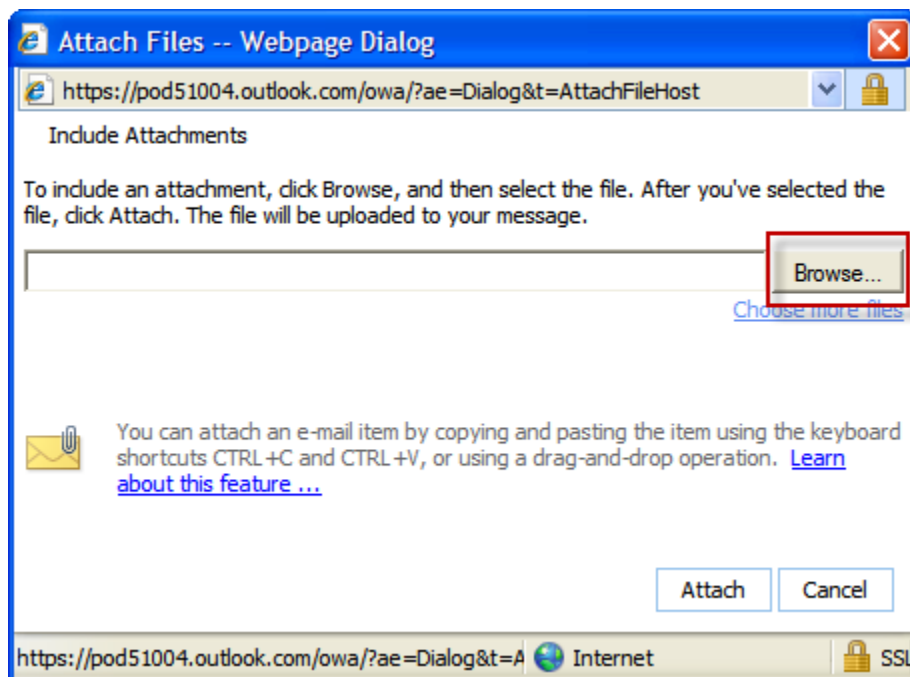


3) The *Attach Files – Webpage Dialog* box will open.

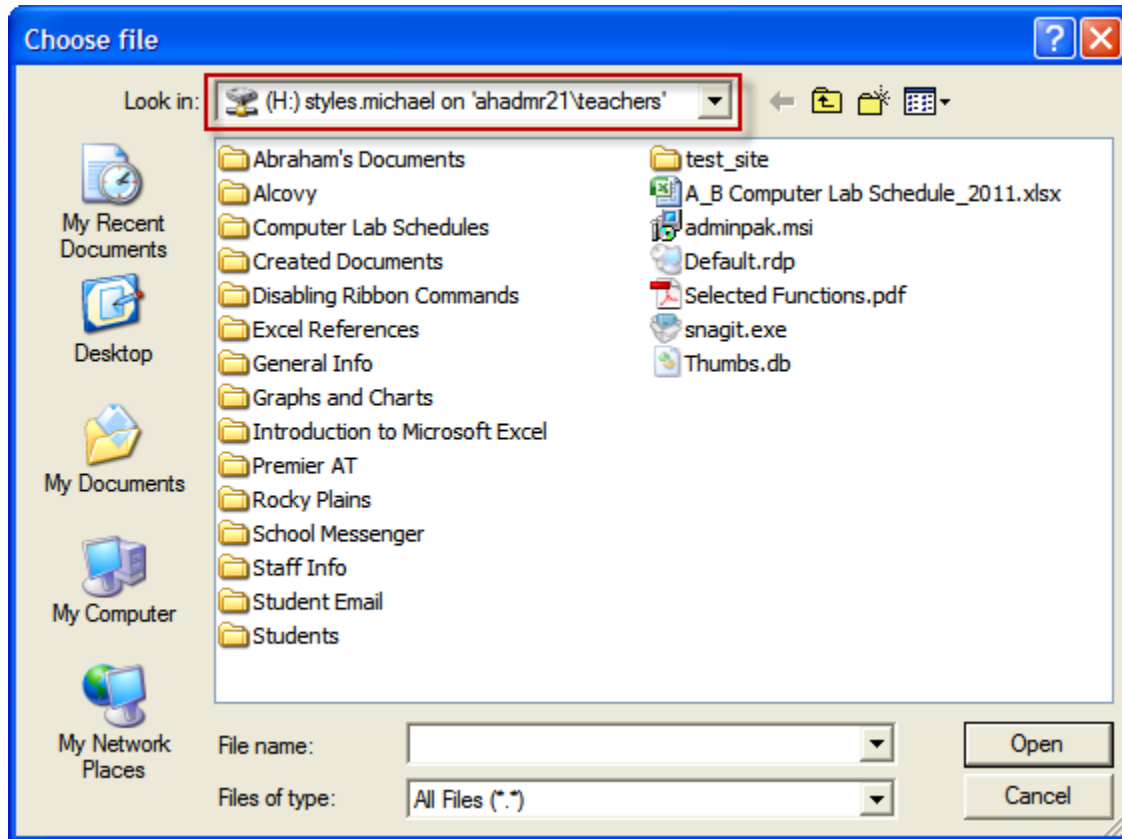




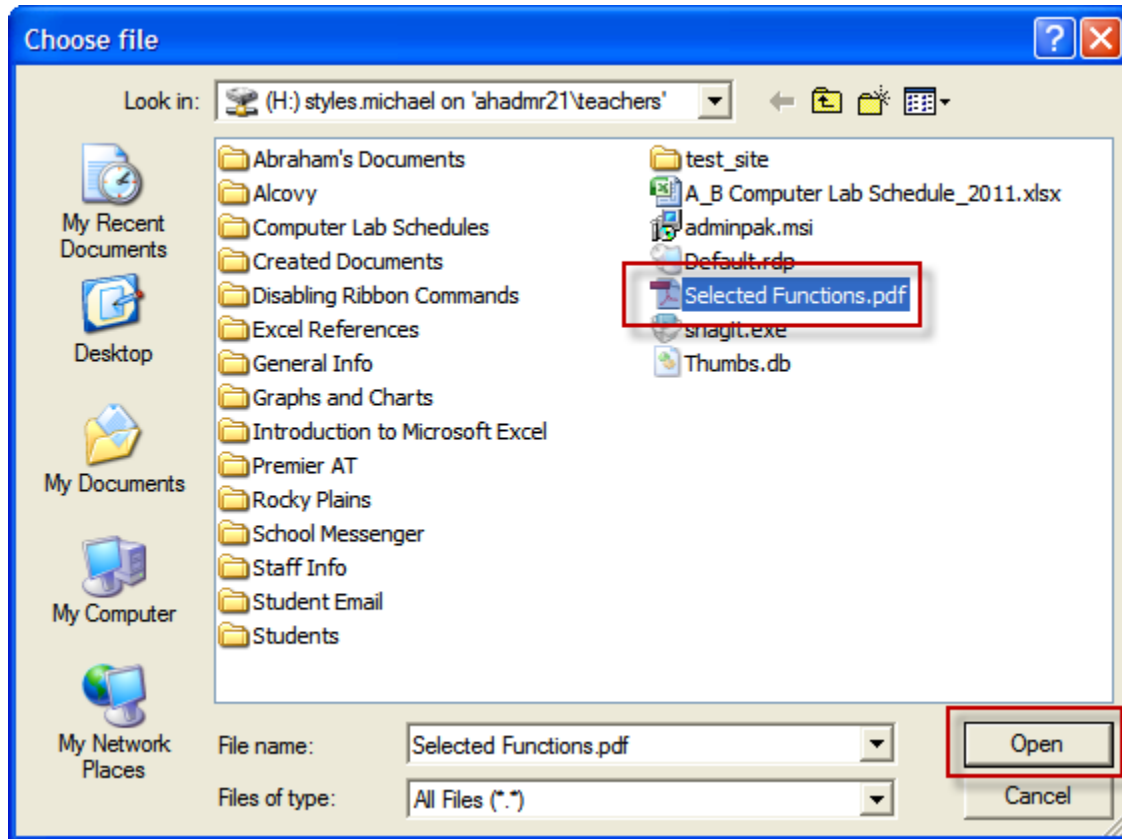
4) Click *Browse...*



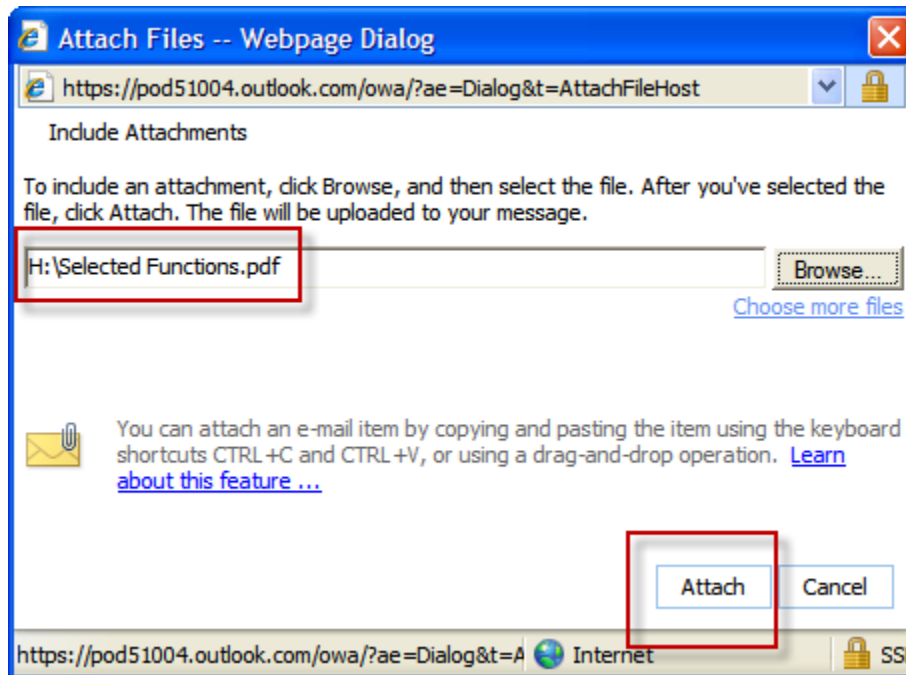
5) Browse to the location where your file is stored.



6) Click the file you want to attach and then click *Open*.



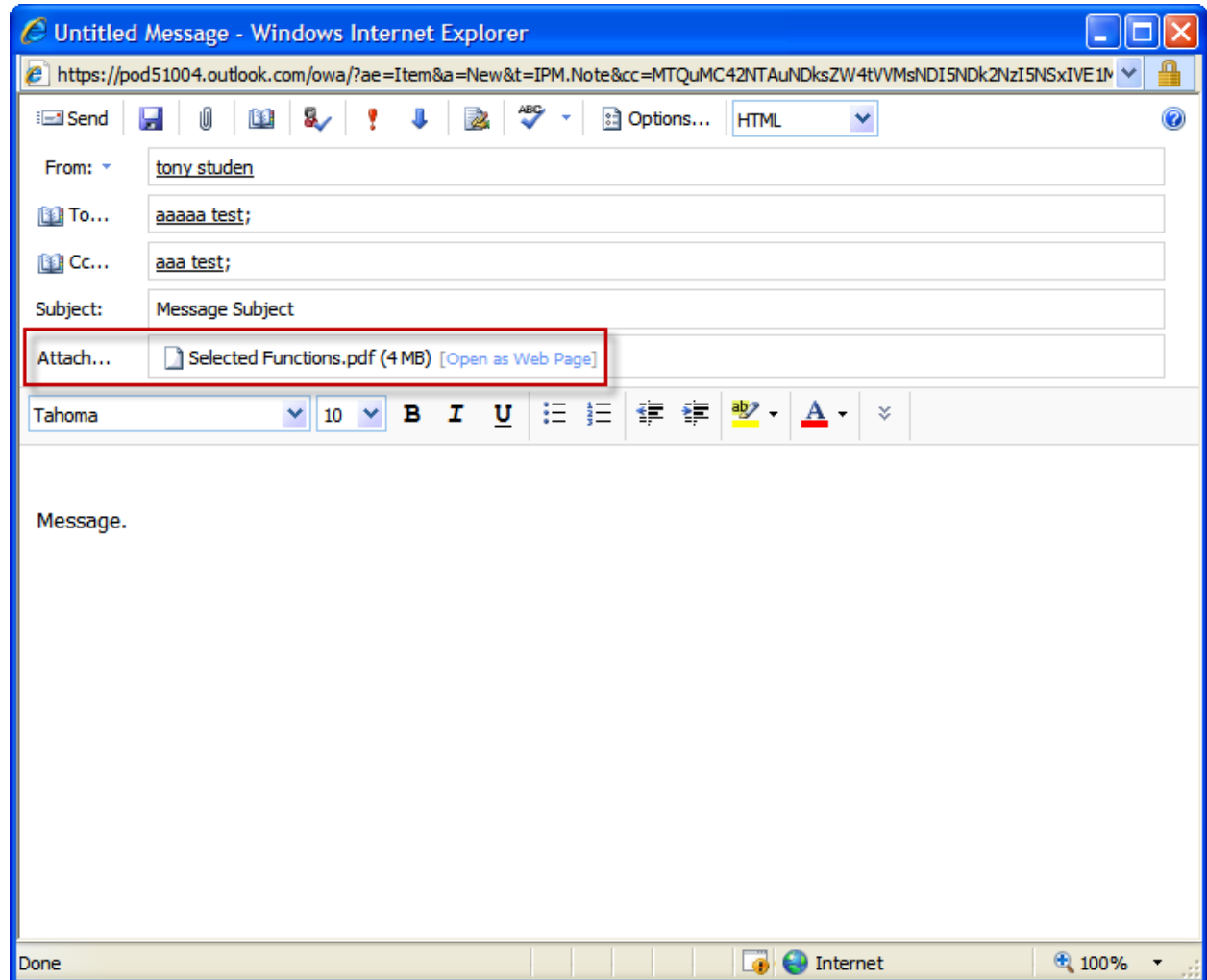
7) The *Attach Files – Webpage Dialog* will reappear with the selected file path displayed. Now, click *Attach*.



8) The attachment will now be displayed and you are ready to *Send*. **[NOTE]** Using *CTRL* and *SHIFT* to

select multiple attachments will not work. This is by design.

9)

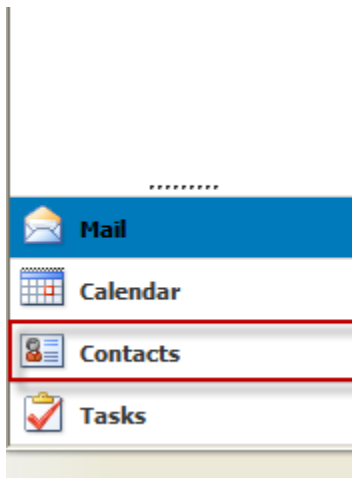


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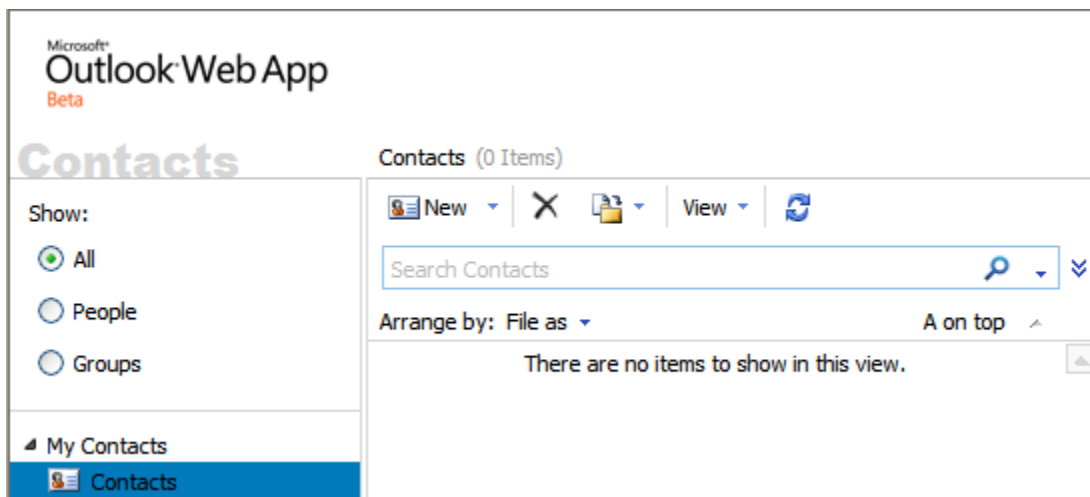
## *Adding an Address Book Entry*

To make it as easy as possible, you will probably want to add personal Address Book entries for all your teachers and coaches. All teacher accounts follow the syntax of [LastName.FirstName@newton.k12.ga.us](mailto:LastName.FirstName@newton.k12.ga.us). Note that there is a period separating **LastName** from **FirstName**. There are more periods separating **newton** from **k12**, **k12** from **ga** and **ga** from **us**. Ask your teacher/coach about how they are listed, especially about first names.

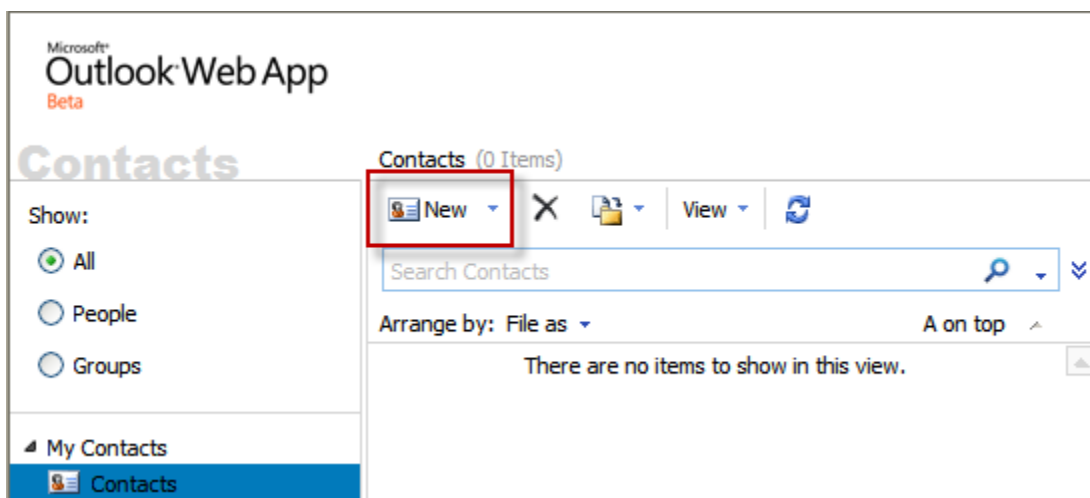
1) On the bottom left side of the main window, click *Contacts*.



2) The *Contacts Pane* will open.



3) Click *New*.



- 4) The *Untitled Contact* dialogue box will open. At a minimum, add your teacher's first name, last name and email address.

The screenshot shows the 'Profile' tab of the 'Untitled Contact' dialog box. The 'First name' field contains 'Michael' and the 'Last name' field contains 'Styles'. The 'File as' dropdown menu is set to 'Last, First'. A red box highlights the 'First name', 'Middle name', and 'Last name' fields.

First name	Michael
Middle name	
Last name	Styles
File as	Last, First

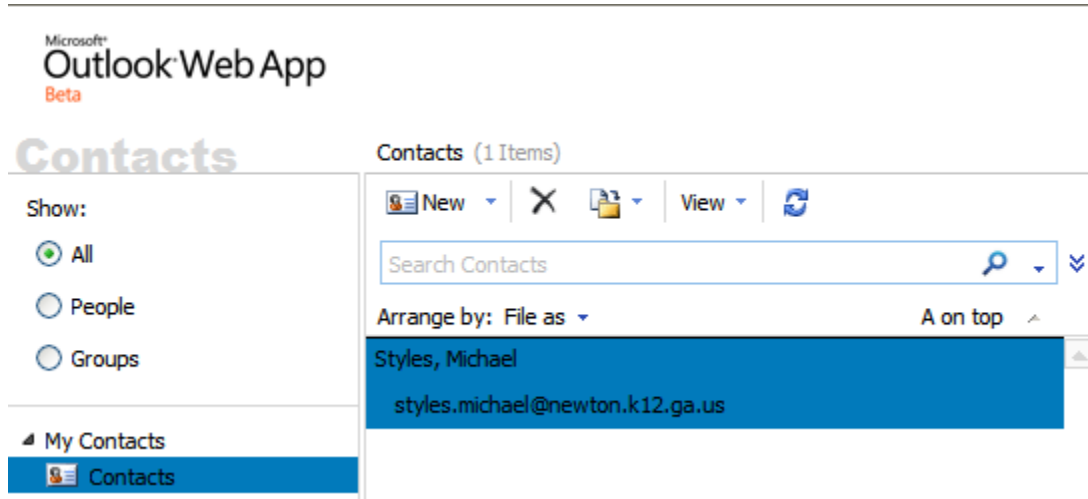
The screenshot shows the 'Contact' tab of the 'Untitled Contact' dialog box. The 'E-mail' field contains 'styles.michael@newton.k12.ga.us'. A red box highlights the 'E-mail' field and its value.

Business phone	
Home phone	
Mobile phone	
Assistant	
E-mail	styles.michael@newton.k12.ga.us
Display as	styles.michael@newton.k12.ga.us
IM address	

- 5) When finished, click *Save and Close*.

The screenshot shows the 'Save and Close' button highlighted with a red box in the 'Untitled Contact' dialog box. The 'Save and Close' button is located in the top left corner of the dialog box, next to the 'Jump to:' tabs.

6) Your new Contact is now displayed in the *Contacts Pane*.



7) Now, when clicking the *To...* button in a new email message, your teacher(s) will appear at the bottom under *My Contacts*.

Address Book -- Webpage Dialog

https://pod51004.outlook.com/owa/?ae=Dialog&t=AddressBook&a=PickRecipients

Address Book

- Default Global Address List
- All Rooms
- Show other address lists

Contacts

- My Contacts
  - Contacts

Search Contacts

Arrange by: File as      A on top

Styles, Michael  
styles.michael@newton.k12.ga.us

Message recipients:

To -> styles.michael@newton.k12.ga.us;

The image shows a screenshot of the Outlook Web App (OWA) interface. At the top, there is a blue header bar with the text "Address Book -- Webpage Dialog". Below the header is a browser address bar showing the URL "https://pod51004.outlook.com/owa/?ae=Dialog&t=AddressBook&a=PickRecipients". The main content area is divided into two columns. The left column contains a sidebar with "Address Book" and "Contacts" sections. Under "Address Book", there are links for "Default Global Address List", "All Rooms", and "Show other address lists". Under "Contacts", there is a "My Contacts" section with a sub-item "Contacts" highlighted in blue. The right column contains a search bar labeled "Search Contacts", sorting options "Arrange by: File as" and "A on top", and a list of contacts. One contact, "Styles, Michael" with email "styles.michael@newton.k12.ga.us", is highlighted in blue. At the bottom of the dialog, there is a "Message recipients:" field. A red box highlights this field, which contains a "To ->" button and the email address "styles.michael@newton.k12.ga.us;".

8) From here, just follow the directions for sending email and you are finished.