



# School E-mail Resources

School E-mail is the internal messaging system used by School Staff to stay in touch with Students and Learning Coaches. Each student will be issued a school-based email address to communicate with school staff members. Students can access their messages on any web-ready computer or mobile device. Messages sent to or from the student account will be copied to Learning Coach personal email address on file.

## K12 Instructional Videos

Use the buttons below to access instructional videos and digital content created to aid in your transition to the Office 365 School E-mail platform.

**School E-mail  
Overview**

**Updating Learning  
Coach Email Address**

**Accessing School Email  
on Mobile Devices**

## Microsoft Office 365 Download Instructions

As part of the transition to the new Office 365 platform, students will have access to 5 licenses of the student version of Microsoft Office 365. The 5 licenses can be used for computers or mobile devices. This suite includes Microsoft: Word, Excel, PowerPoint, Outlook and OneNote.

**Download Instructions**

**Video**

**NOTE:** If you have Microsoft Office already installed on your computer, it is not necessary to download the Office 365 desktop application suite. Please continue to use the Microsoft Office program already installed to mitigate any software compatibility issues.

## Quick Start Guides

Microsoft has created free, quick start guides to provide a tour of the functionality available in each program. Click on an icon below to access that program's quick start guide:



Excel



OneNote



PowerPoint



Word



Outlook

## Personal Email Categorization Tools

Below are some documented email organization tools for Learning Coaches to utilize when utilizing their personal email to communicate with school staff:



## Still need help?

If you still need help after reviewing the self-help instructional videos, digital content and resources libraries above, contact K12 Customer Support at: <http://help.k12.com> or 1-866-512-2273.

