

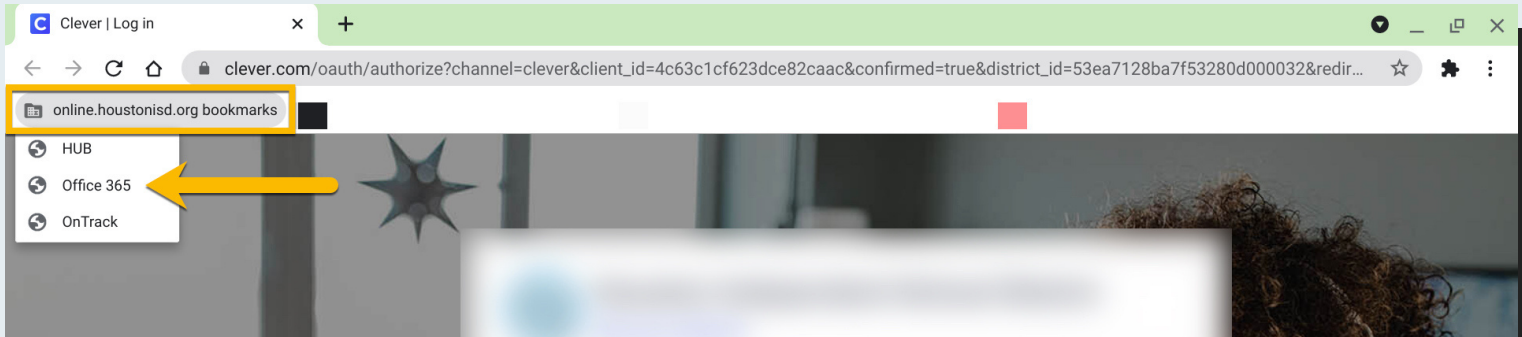
# DIGITAL DIVIDE

## HISD EMAIL FOR STUDENTS

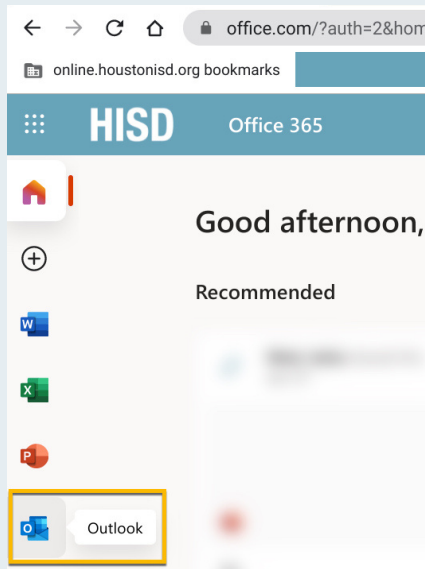
### HOW TO ACCESS HISD EMAIL ON CHROMEBOOK

1.Go to [online.houstonisd.org](https://online.houstonisd.org) bookmark.

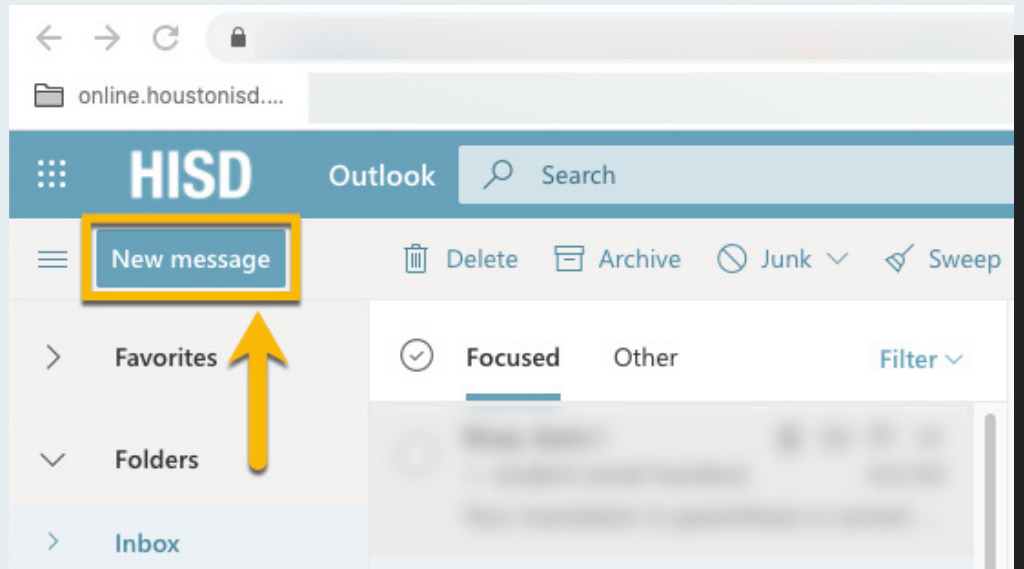
2.Select Office 365 and sign in with your HISD email address and HISD password.



3.Choose Outlook.



4.Click on New message to write your first message!



Your student email address is  
**s#####@online.houstonisd.org**

# DIGITAL DIVIDE

## HISD EMAIL FOR STUDENTS

### GOALS

- Help increase communication between school & families.
- Increase student technology proficiency and communication skills.
- Empower students to connect with teachers and advocate for themselves.

### Future Workshop Dates

February 15: 9-10 am  
March 2: 9-10 am  
March 29: 9-10 am



### Example Email

To TeacherEmail@houstonisd.org Bcc

Cc ParentEmail@emailaccount.com

Missing Assignment

Dear Ms. Soto,

I saw that I have a missing assignment. I'm not sure what to do. Can you help me during class?

Sincerely,

Gabi Martin



### Parts of an Email

Send Attach Encrypt Discard

To Type the email address of the person you are writing to here. Bcc

Cc (Carbon Copy) Add other people to your email who need a copy, like a parent.

Add a subject Always include a subject. This is the title of your email. Keep it short and specific.

Body:

Type your email here just like you would write a letter.

Include a greeting, your message or question, and a closing like "Thank you" or "Sincerely."

Remember to type your full name at the end of your email.

Send when you're finished!

Send Discard

### Email Tips for Students

- Your HISD email is for school use only - this is your professional 'work' email.
- Be respectful - don't email when you're upset!
- DON'T USE ALL CAPS - this sounds like shouting online.
- Use complete sentences (not text talk).
- Grammar and spell check - have a trusted adult check your email before you send it!
- Be patient - allow at least 24-48 hours for a response.

### Email Tips for Families

- Practice emailing with your child.
- Encourage your child to include you on emails (CC).