

How to log into your Student Email – Cheat Sheet

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STUDENTS: DID YOU KNOW THAT YOUR TEACHERS & OUR NDHS STAFF HAVE BEEN DIRECTED TO EMAIL YOU VIA YOUR **"SCHOOL EMAIL ACCOUNT"**.

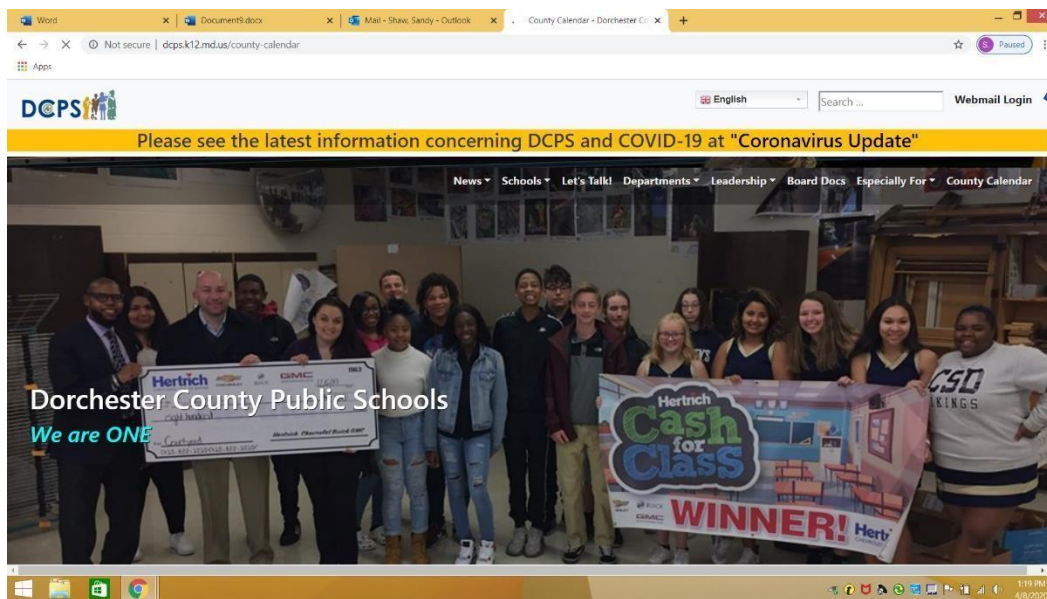
DID YOU ALSO KNOW IF YOU HAVE EMAILED YOUR TEACHER OR ANY NDHS STAFF VIA YOUR PERSONAL EMAIL ACCOUNT (GOOGLE, ICLOUD, YAHOO, ETC.) THAT IT MORE THAN LIKELY WENT RIGHT INTO YOUR TEACHER'S JUNK EMAIL FOLDER?

WHAT DOES THIS MEAN? IT MEANS THAT **YOU (AND ALL NDHS STUDENTS) SHOULD BE USING YOUR SCHOOL EMAIL ACCOUNT TO EMAIL YOUR TEACHERS OR OTHER STAFF MEMBERS.**

YOUR EMAIL IS: _ _ _ _ _ [@dcpsmd.org](mailto:____@dcpsmd.org) (use your 5 digit student number)

HOW DO YOU ACCESS YOUR SCHOOL EMAIL ACCOUNT?

- GO TO DCPS (DORCHESTER COUNTY PUBLIC SCHOOLS) WEB SITE: <http://dcps.k12.md.us/> or use the link for Microsoft Office on the NDHS's Student Resource Page
- IF YOU ARE ON A HOME COMPUTER OR A LAPTOP, YOU WILL SEE "WEBMAIL LOG IN" AT THE TOP RIGHT HAND CORNER OF YOUR SCREEN....SEE SCREEN SHOT BELOW:



- IF YOU ARE ON A PHONE OR IPAD, IT MAY NOT APPEAR IN THE TOP RIGHT CORNER, BUT SCROLL DOWN UNTIL YOU SEE THE LIST OF LINKS AT THE BOTTOM, THEN FIND "WEBMAIL LOG IN" THERE.
- CLICK ON THE LINK, TYPE IN YOUR USERNAME & PASSWORD (**passwords have been reset this year, your initial password should be Eagles2020**), AND IT WILL TAKE YOU TO YOUR ONLINE MICROSOFT PORTAL (WHERE YOUR ONE DRIVE IS). INSTEAD OF CLICKING ON YOUR ONE DRIVE, WHICH YOU ARE USED TO, CLICK ON YOUR EMAIL.
- YOU HAVE ARRIVED AT YOUR SCHOOL EMAIL ACCOUNT & THIS IS WHERE YOU EMAIL YOUR TEACHERS & MOST IMPORTANTLY, HOW THEY WILL COMMUNICATE WITH YOU.

If you have any further questions, please either email helpdesk@dcpsmd.org (especially for password resets) or Mr. Dempsey at dempseyd@dcpsmd.org.