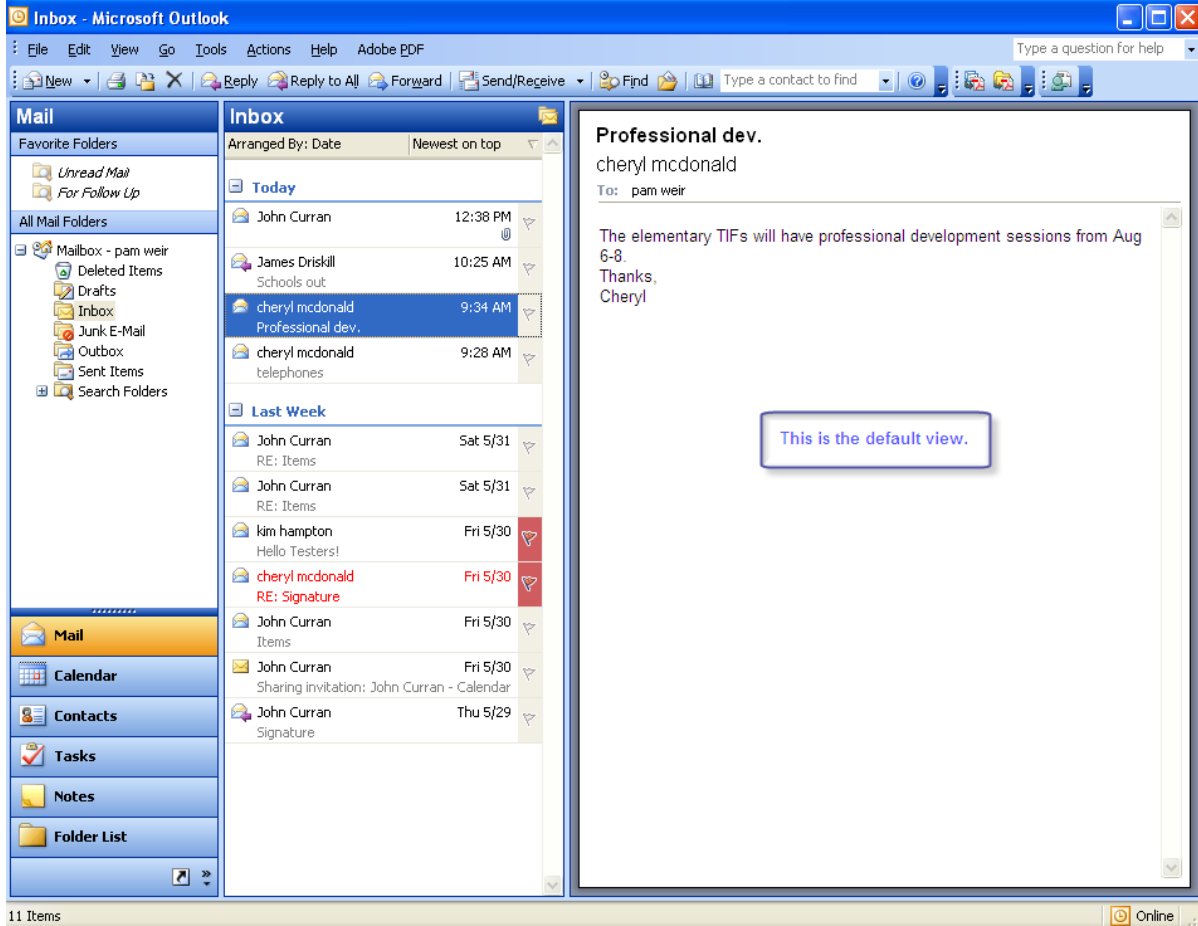
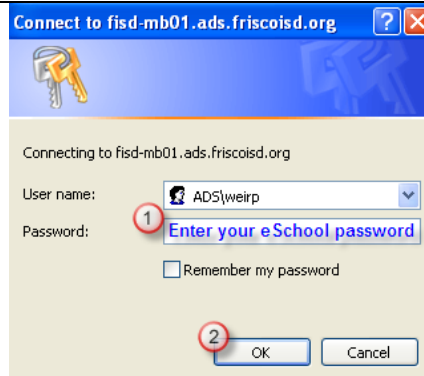


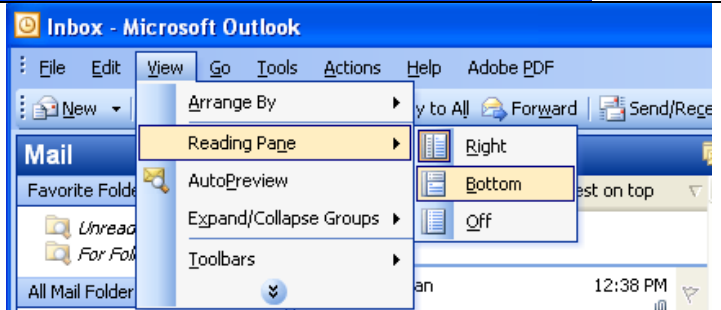
Outlook



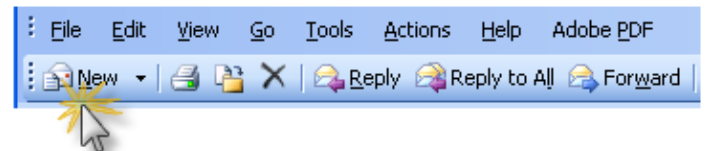
Open Outlook and enter your eSchool password. If you do not have an eSchool password, enter *frisco*.



There are three reading pane views for you to choose.



Click the "New" icon to create a new message.



Clicking "To" opens the address book.



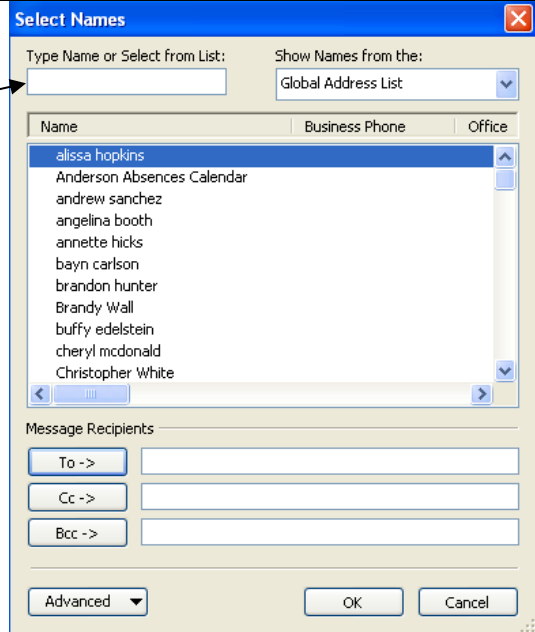
To search, start typing in the name.

Double click the name,
and it will appear in the "To" field

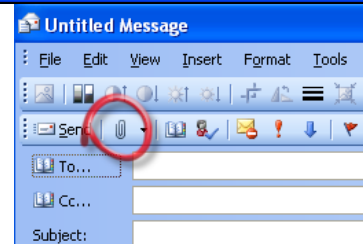
OR

Single click the name
and click "To" "Cc" or "Bcc"

Click OK when finished



Click the paperclip icon to attach a document.
Browse for the file you want to attach.
Click Insert.



Click send when finished.

