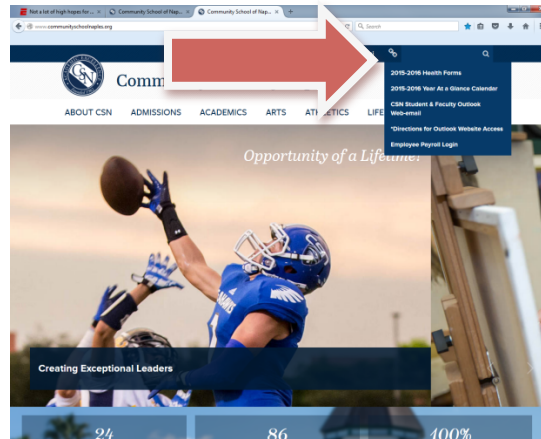


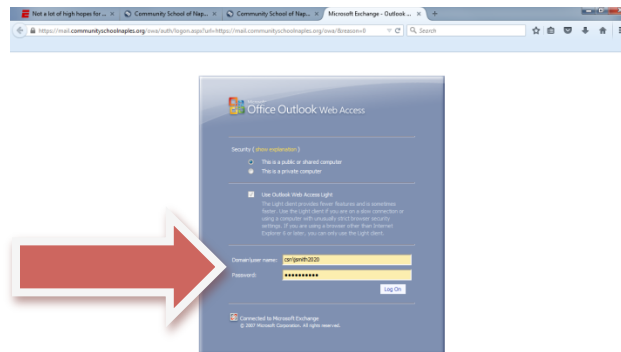
Student How To

Accessing CSN Student Email from CSN Website

1. Open your computer's internet browser and go to the school's Home Page: www.communityschoolnaples.org, and hover your cursor over the Quick Link icon near the top right of the screen:



2. Click on the "CSN Student & Faculty Outlook Web-email link.



3. Enter your username (First Initial, Last name, graduation year) pre-fixed with "csn\". I.E. "csn\jsmith2020". Followed by your password.
4. If you have forgotten your password, or it has expired, you will need to see a member of the IT Department in person, or ask one of your teachers to submit a password re-set for you to the IT Department.
5. **NOTE:** For your safety and protection, the IT Department cannot honor password re-set requests received from students' personal email accounts, because we have no way of verifying your identity.