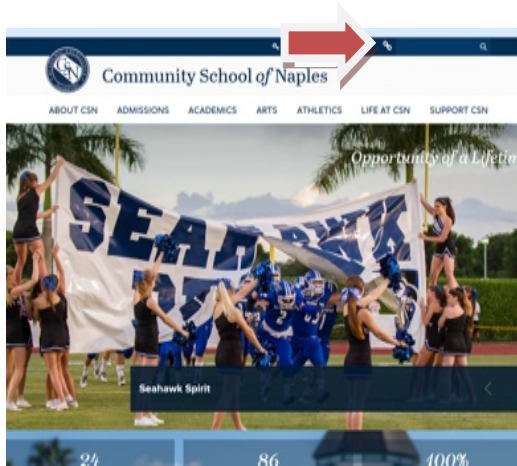




## Student 'How To' Access My CSN Web Email

1. Browse to the CSN website Home Page:  
<https://www.communityschoolnaples.org>

2. Click on the "Quicklinks" icon (next to the Search box) at the top of the page.



4. In the Outlook Web App Domain\user name box, enter the domain, which is CSN, backlash, username. Usernames consist of first initial, last name, and graduation year, no space - for example: CSN\vcarr1982

Then, in the second Password box, include your password. For new student email accounts, the password is: Csn2020!

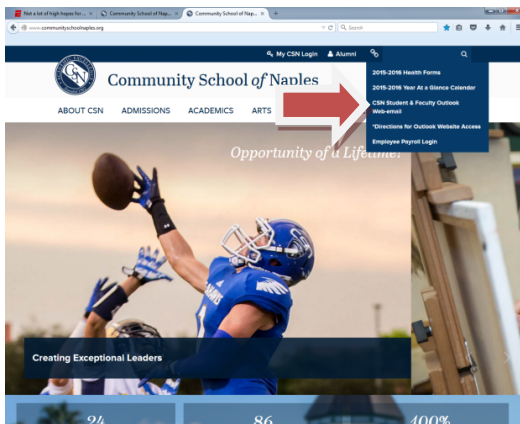
Outlook Web App

Domain/user name:  
csn\vcarr1982

Password:  
\*\*\*\*\*

sign in

3. In the 'Quicklinks' dropdown menu, click on the 'CSN Student & Faculty Outlook Web-email' link



5. For new student email accounts, include Language and Time zone: Eastern Time

Outlook Web App

Choose your preferred display language and home time zone below.

Language:  
English (United States)

Time zone:  
(UTC-05:00) Eastern Time (US & Canada)

save

**NOTE:** If you have an issue with your password, (or if it has expired) please contact your teacher, advisor or homeroom teacher so that they may submit a password re-set for you to the IT Department.

For your safety and protection, the IT Department cannot honor password re-set requests received from a students' personal email account given difficulty in verifying identity.