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.

3. In the Outlook Web App Domain\username box, enter the domain, which is CSN, backslash, 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 students, a password will be provided by your division, advisor or homeroom teacher.)

4. In the ‘Quicklinks’ dropdown menu, click on the ‘CSN Student & Faculty Outlook Web-email’ link

5. If you have forgotten your password, or it has expired, you will need to contact your teacher, advisor or homeroom teacher so that they can submit a password re-set for you to the IT Department.

   **NOTE:** For your safety and protection, the IT Department cannot honor password re-set requests received from students’ personal email accounts as there is no way of verifying your identity.