

GFPS STUDENT OUTLOOK WEB APP

For students to access their Great Falls Public Schools email:

Open your internet browser (e.g., Chrome, Firefox, or Internet Explore) and type in ex.gfps.k12.mt.us into the address bar located at the top of the browser.

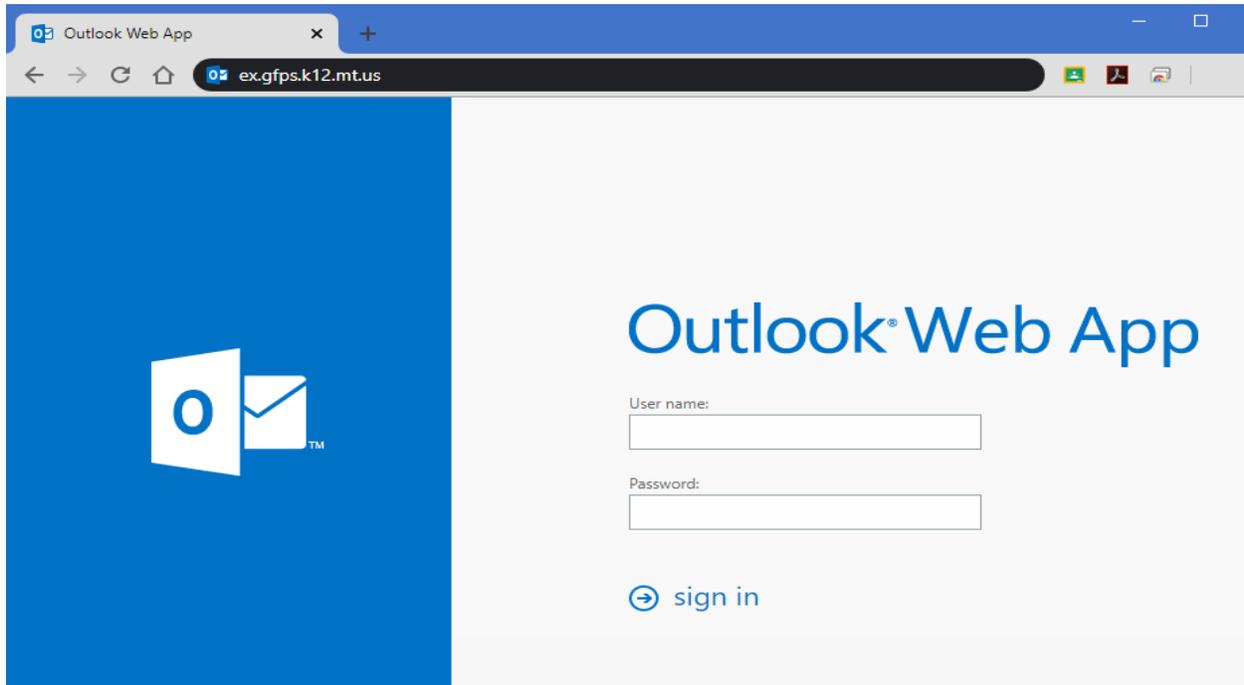
Username: Student ID

Password: Student Password

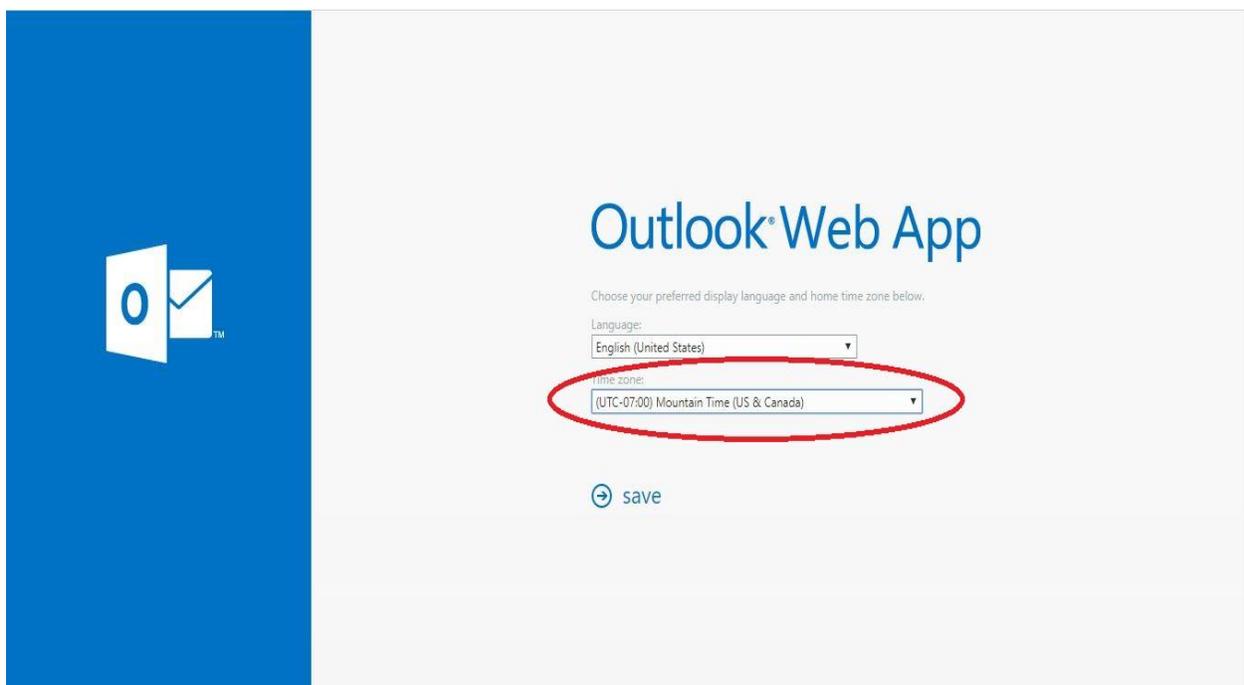
Click on sign in



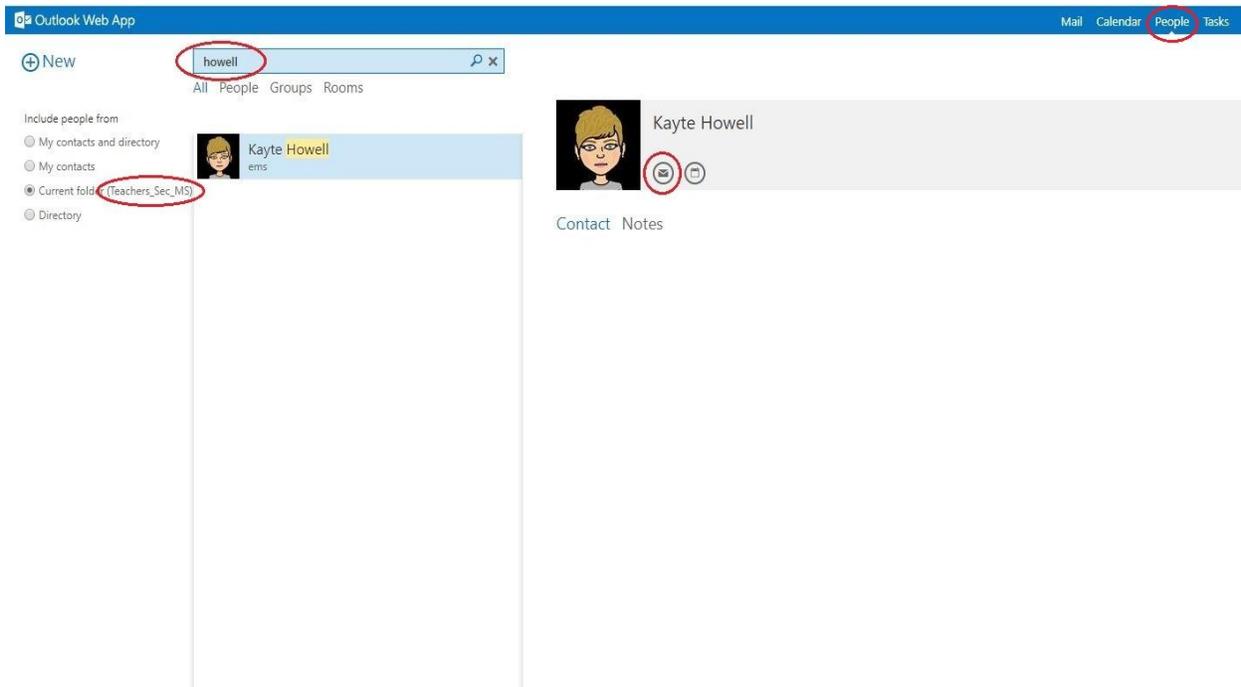
**GFPS IT Help
Desk Hotline
268-7865**



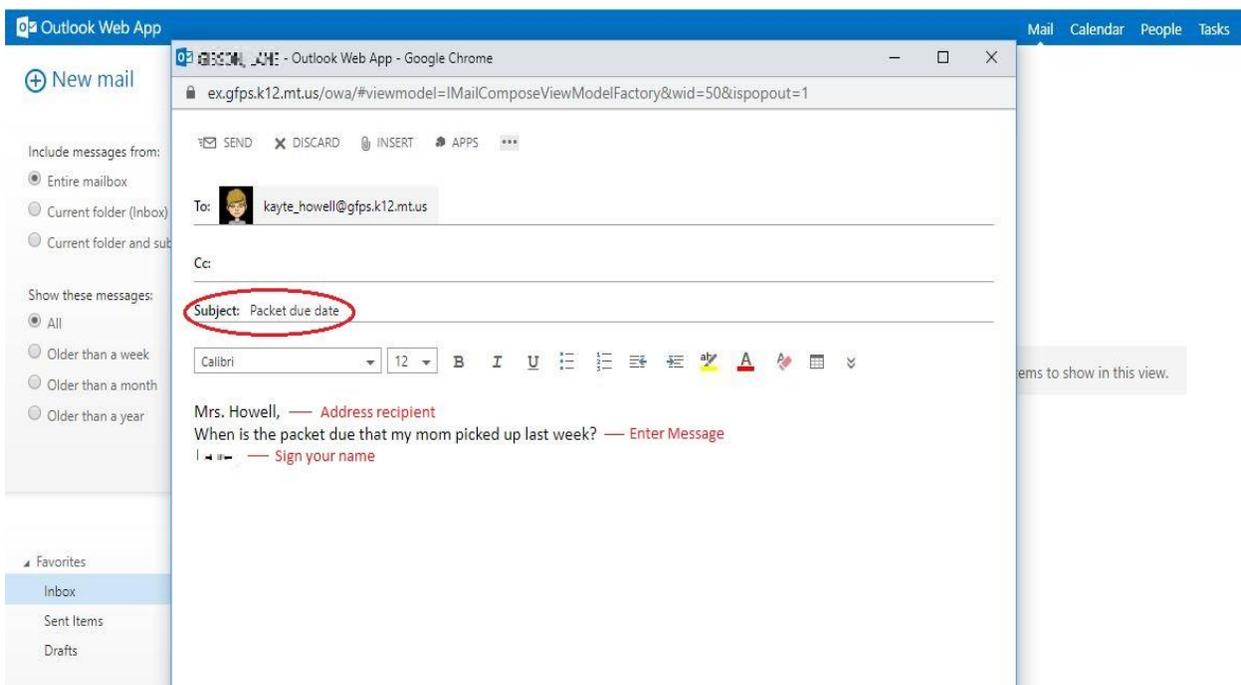
The first time you log into your email, you will need to set the Time Zone to Mountain Time, from the pull down menu, and then click save.



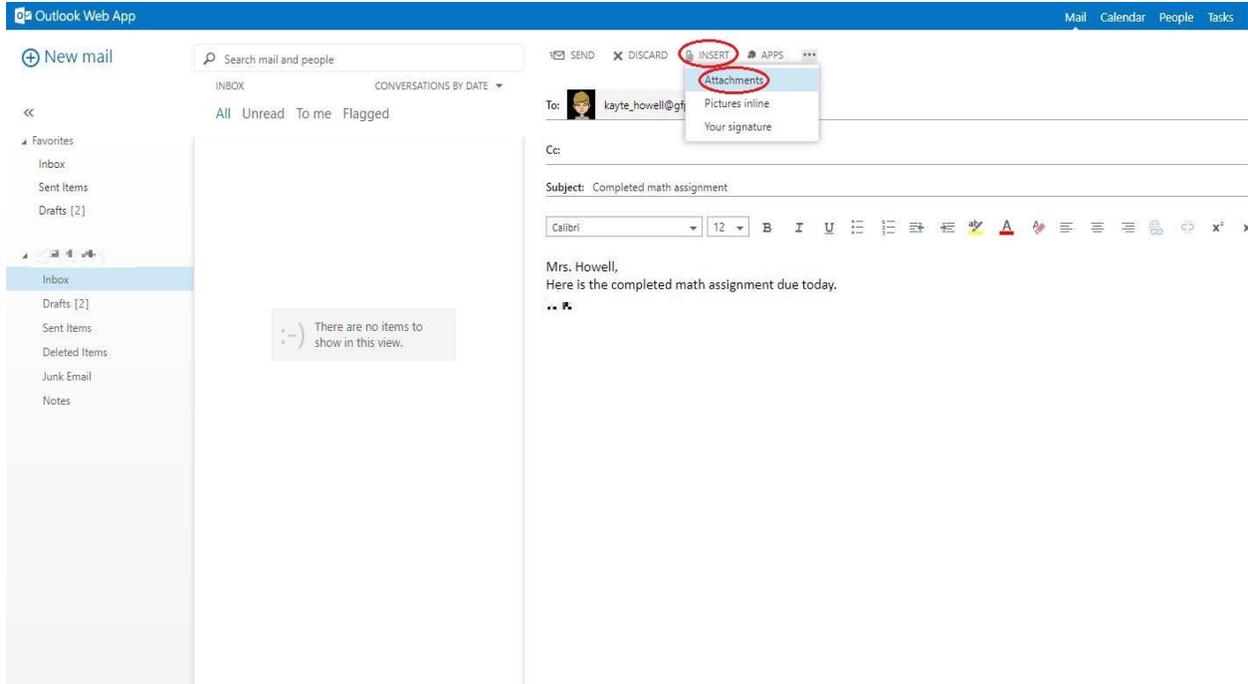
You will now be redirected to your email home screen. To send an email to your teacher, follow this sequence - click on People on the blue tool bar, select Teachers_Sec_MS or Teachers_Sec_HS under the Directory menu, enter the last name of your teacher in the Search People box and press enter. If there are multiple teachers with the same last name, click on the correct one. Finally, click on the envelope icon with the circle around it under the teachers name to open a blank email template.



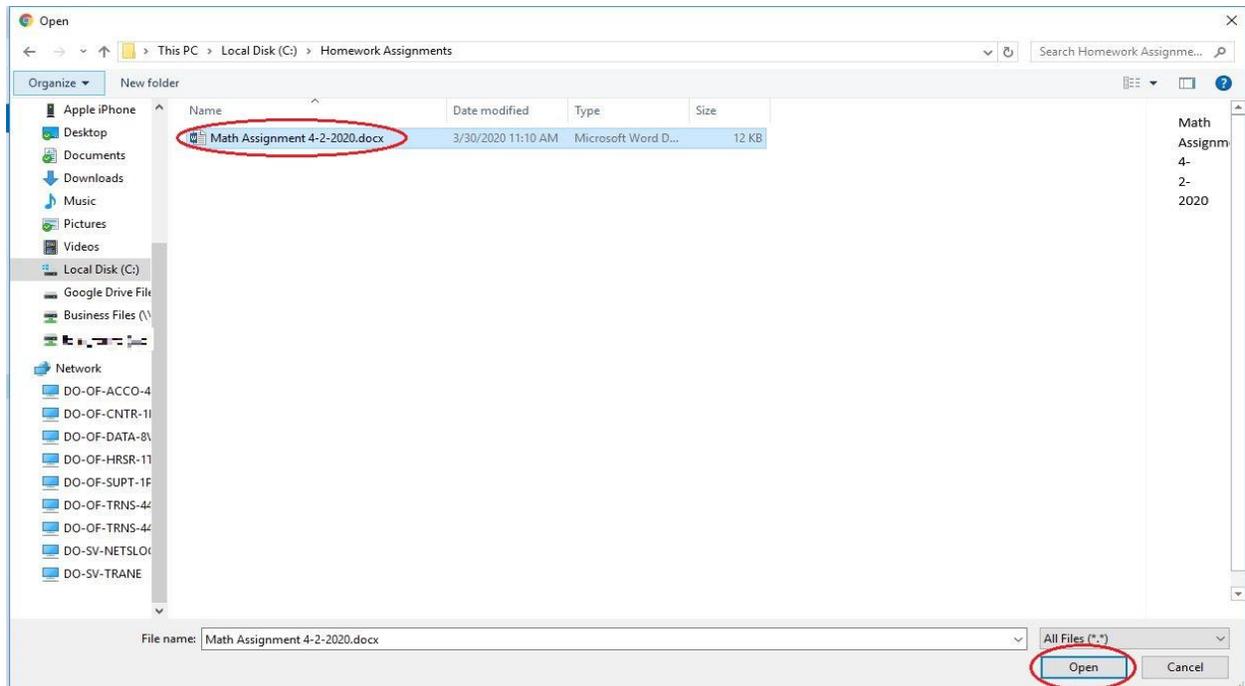
To compose a message, start with a short description in the Subject field. The description should clearly indicate the topic and possibly even the required action. Having a clear and accurate subject line also helps with organizing messages and with the ability to search for the conversation in the future. Next, type the message you want to communicate in the body of the email. Be succinct and to the point. It is proper to address the recipient (Mrs. Howell) and then sign your name after the message. Reread the message and check for spelling, grammar and tone. Click the SEND button to transmit the email. Once it is sent, it cannot be undone.



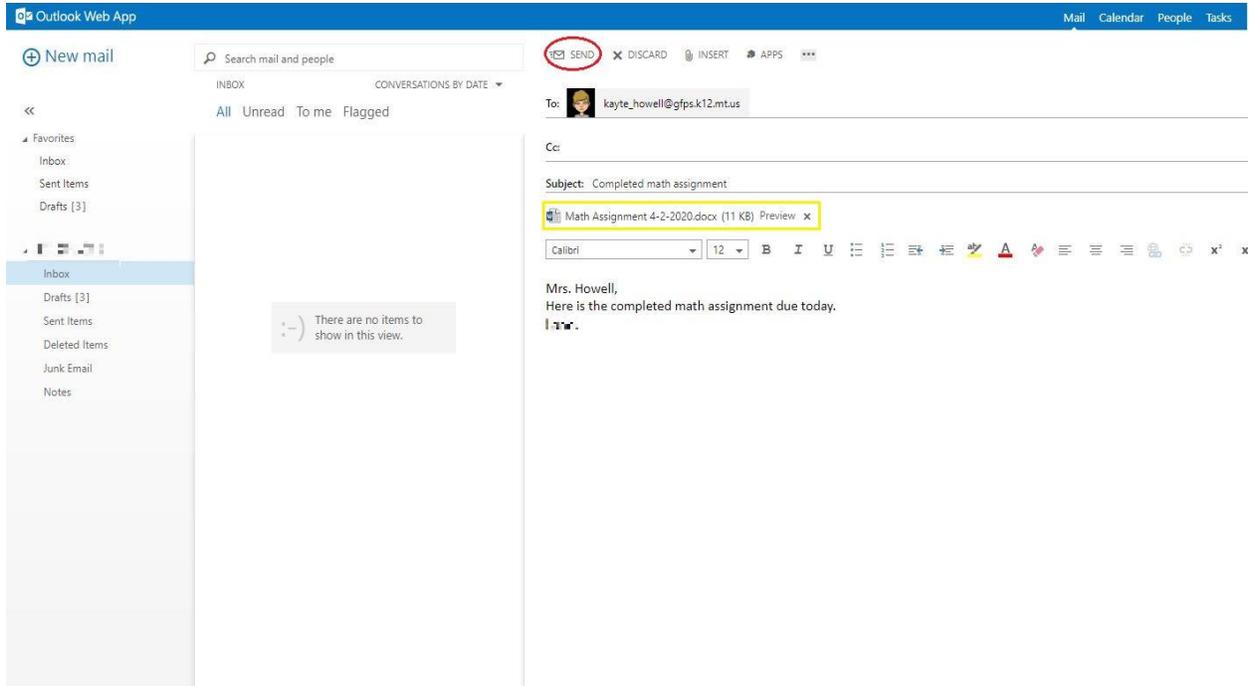
If you need to send a document to your teacher, compose a message as directed earlier and then click on Insert with the paper clip next to it.



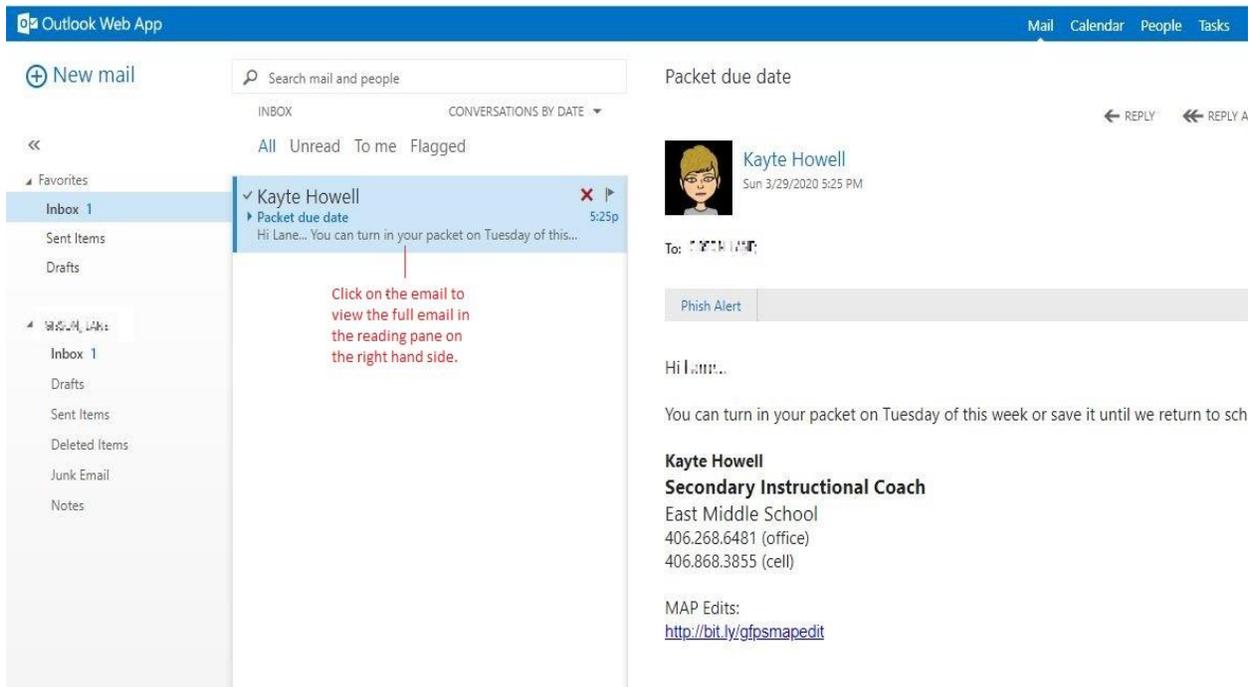
A File Explorer window will appear. Search for your document, click on the document to highlight it and then click on Open to insert it into your email. PDFs, images (jpg, png), and Microsoft file types can be added as attachments. Google documents will need to be shared with the teacher.



Review your message to make sure it is correct and then click on SEND.



To view a received email, click on the email in the center of the view and it will display the full message in the reading pane on the right.



To reply to an email you received, click on the ← Reply in the reading pane, enter a reply message and then click on SEND.

The screenshot shows the Outlook Web App interface. At the top, there is a blue navigation bar with "Outlook Web App" on the left and "Mail", "Calendar", "People", and "Tasks" on the right. Below the navigation bar, there is a "New mail" button and a search bar. The main area is divided into a left sidebar with a "Favorites" section containing "Inbox", "Sent Items", and "Drafts [1]". The central pane shows a list of emails, with the selected one being a draft from Kayte Howell titled "Packet due date". The right pane shows the email content, which includes a "SEND" button circled in red, a "DISCARD" button, and an "INSERT" button. The email body contains the text: "Thank you Mrs. Howell. I will have it ready Tuesday. — Enter a reply". Below the email body, there is a "From" field with "Kayte Howell", a "Sent" field with "Sunday, March 29, 2020 5:25 PM", and a "Subject" field with "Re: Packet due date".

To delete an email, click on the red X for the email you want to delete.

The screenshot shows the Outlook Web App interface. At the top, there is a blue navigation bar with "Outlook Web App" on the left and "Mail", "Calendar", "People", and "Tasks" on the right. Below the navigation bar, there is a "New mail" button and a search bar. The main area is divided into a left sidebar with a "Favorites" section containing "Inbox 1", "Sent Items", and "Drafts". The central pane shows a list of emails, with the selected one being an email from Kayte Howell titled "Packet due date". The right pane shows the email content, which includes a "Thanks" message and a "MAP Edits" link. The "SEND" button from the previous screenshot is now a red "X" icon, which is circled in red. Below the email body, there is a "From" field with "Kayte Howell", a "Sent" field with "Sun 3/29/2020 5:35 PM", and a "Subject" field with "Packet due date".

To sign out of Outlook Web, click on the pull down menu next to your name and click on Sign Out.

