

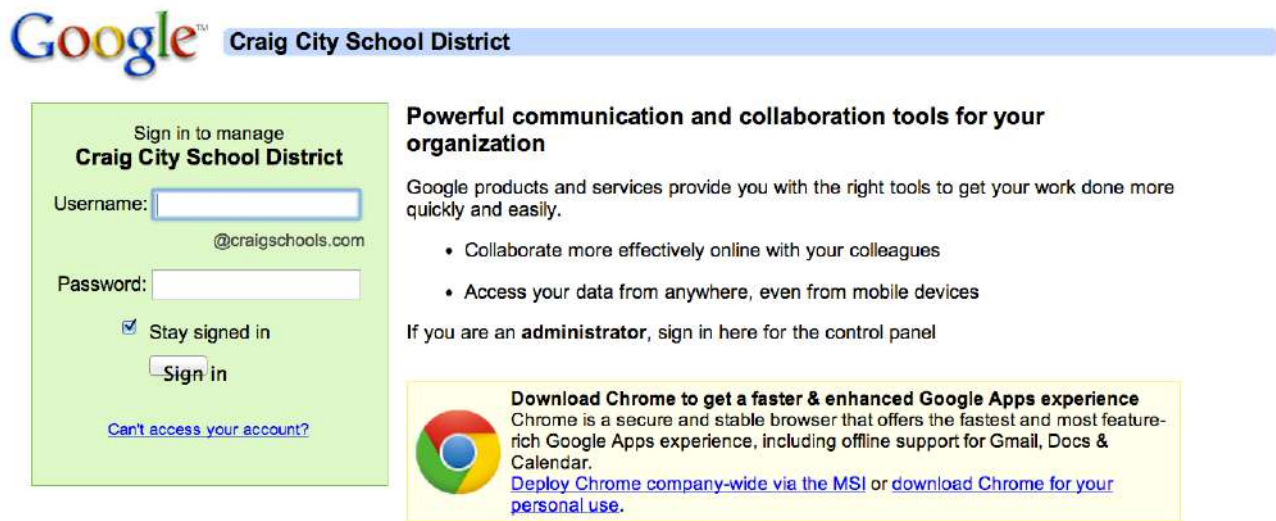
@ School eMail

As a CCSD employee, you will be assigned a school email account. It is important that you check it regularly, as we use email for staff messages and communication. This is how you can check your email from any computer...

* Open a browser (Safari, Chrome, Firefox, etc.)

* Type mail.craigschools.com into the address bar. (no need to type www. or http://)

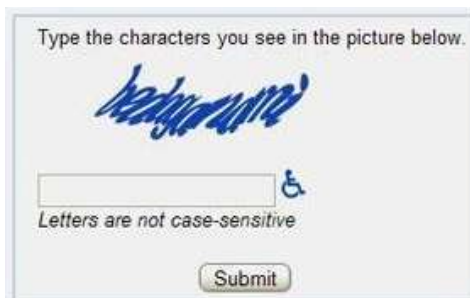
* The following will appear:



* Your username is your first initial last name (ex. Thomas Smith = tsmith)

* Unless you have already spoken to the tech department, your initial password is "changeme". Once you log in, you will be directed to change your password to one of your choosing.

* Enter the captcha code at the bottom of the screen in the space provided and accept the terms of service by clicking the button to finish.



If you need more assistance, please contact the tech department. 826-3274