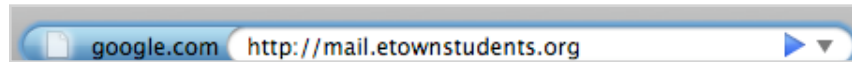


## Student Email - Logging In

To access your student email account, open your preferred web browser (Firefox is being used in this sample) and type the student webmail URL into the address bar:  
<http://mail.etownstudents.org>

A screenshot of the Elizabethtown Area School District Google Apps Login page. The page features the district's logo (a bear) and the text 'Elizabethtown Area School District' and 'Google'. Below the logos, the text reads 'Elizabethtown Area School District Google Apps Login'. There are three numbered instructions: 1. Using the dropdown menu below, choose either "Student Login" or "Staff Login". 2. Please enter your district user name and password below. 3. For Technology Support, contact <http://support.etownschools.org>. The form includes a 'User Type' dropdown menu with 'Student Login' selected, a 'District Username' field with 'christine\_sklareski' entered, and a 'District Password' field with masked characters. A 'Login' button is located below the password field. The text 'Elizabethtown Area School District' is at the bottom of the form.

1. Change the User Type to **Student Login**.
2. Enter your district username and password
3. Click **Login**

Note: your district email is your district\_username@etownstudents.org:  
john\_j\_smith@etownstudents.org

The screenshot shows a webmail interface with the following components:

- Top Bar:** Search Mail, Search the Web, Show search options, Create a filter.
- Left Sidebar:** Compose Mail, Inbox (2), Starred, Sent Mail, Drafts, Follow up, Misc, Priority, 3 more, Contacts, Tasks.
- Toolbar:** Archive, Report spam, Delete, Move to, Labels, More actions, Refresh.
- Email List:**
  - Starred Gmail Team: Get Gmail on your mobile phone - Access Gmail on your mobile phone The days o Sep 7
  - Starred Gmail Team: Get started with Gmail - 4 things you need to know Gmail is a little bit different. Lear Sep 7
- Bottom Bar:** Select: All, None, Read, Unread, Starred, Unstarred; Archive, Report spam, Delete, Move to, Labels, More actions, Refresh; 1 - 2 of 2.

### The webmail window is broken up into four parts:

- The folder tree running down the left side of the screen which also contains the Compose Mail button
- The top right displays the toolbar which allows you to archive, delete and move emails
- The email list that displays at the middle right (click on an email to display in the reading pane)
- The reading pane at the bottom right of the screen that allows you to read an email without double clicking to open it completely