

Your new school email address is: xxxxx@d204.org (xxxxxx = your 5 or 7-digit ID Number)
Your password is = (Your current computer password) **DO NOT SHARE THIS INFO WITH OTHER STUDENTS!**

The web site to access your account is <http://www.outlook.com>
It will be linked from the splash page as well as from the main WVHS page.

When you first reach the site login, you'll need to set things up.
Window Live ID = xxxxxxx@d204.org
Password = (your computer password)

Then provide the requested info:
Reenter your password...Provide the "secret" question and answer for retrieving your lost password...provide a home email address for sending the lost password..
Then enter the Country—USA, State—IL, ZIP—60504, and your birth year.
Then click "ACCEPT". If you get an error message you'll have to do it again.
Then click OK on the next screen. You're in!

Emails received will show up in the "Inbox"
You can only receive emails from d204.org, ipsd.org and turnitin.com addresses.
If you need to send yourself something from home, use the school site and send yourself the email/attachment...do not send to yourself from your home email account...all other domains will be blocked.

To send an email, click new, enter the email address in the "To" box, enter a subject heading...if you need to attach a document, click on the "paperclip" icon, browse for the file, then click "attach", then hit send.

Other questions or issues, please see Mr. Wigtil in the computer lab behind the LMC.

ALWAYS KEEP YOUR PASSWORD INFORMATION PRIVATE!