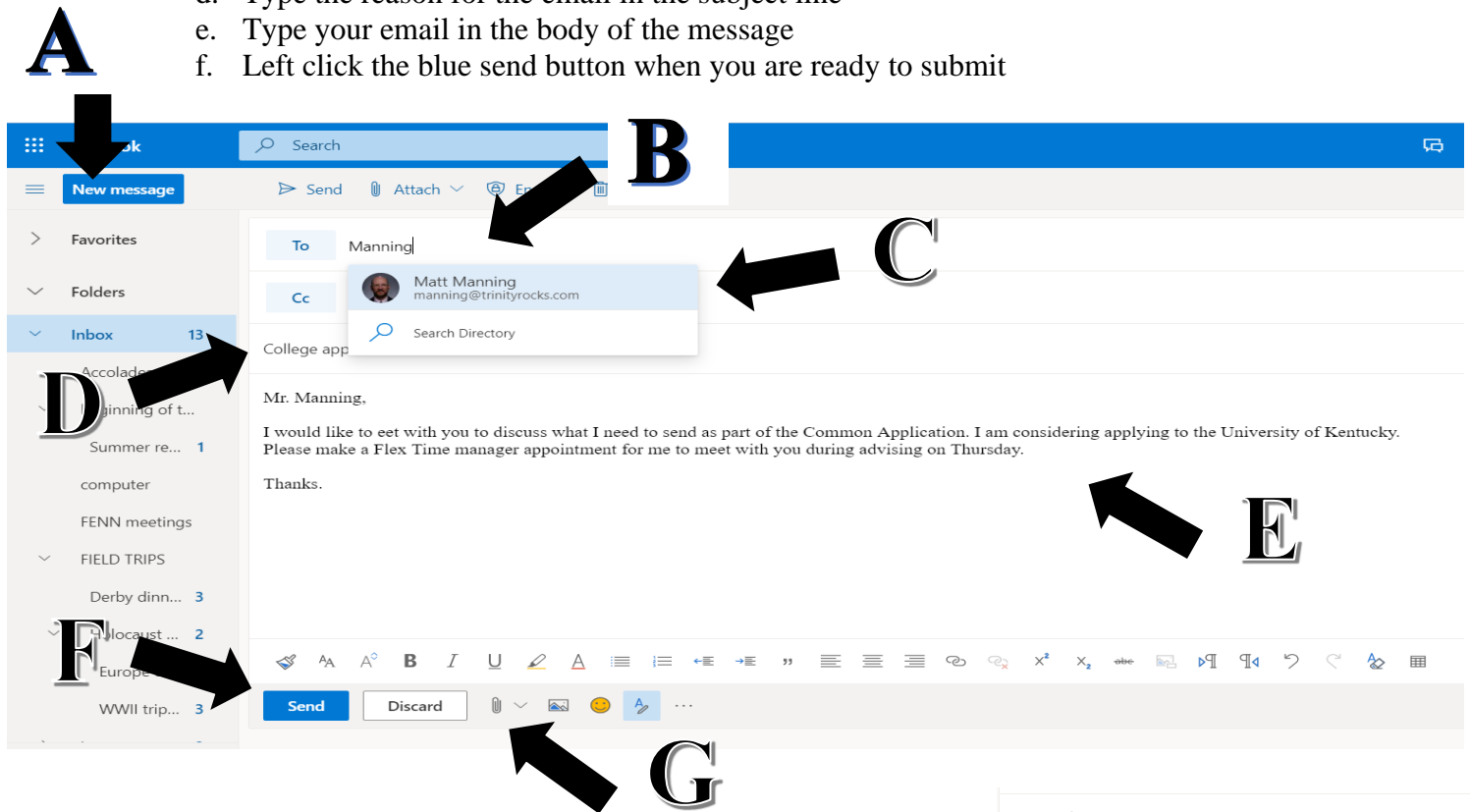


## Student email

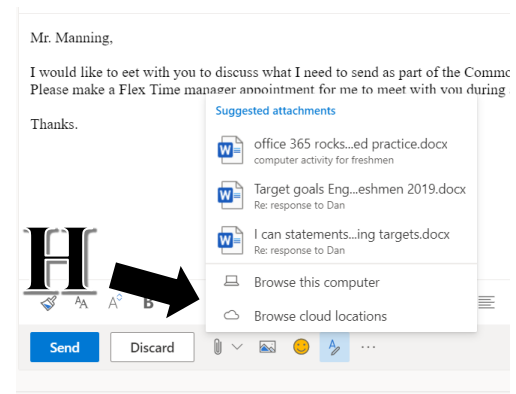
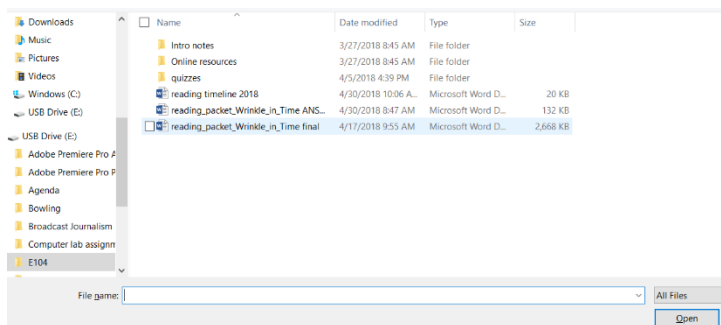
### Instructions for using Trinity's Outlook Email:

1. Log in to <http://trinity.rocks>
2. Click on the Outlook icon and log into  
User= [ID@trinity.rocks](mailto:ID@trinity.rocks)
3. Steps for sending an email
  - a. Click “new message” in the upper left corner
  - b. Type recipients name in “To:”
  - c. Click on the link for correct contact person
  - d. Type the reason for the email in the subject line
  - e. Type your email in the body of the message
  - f. Left click the blue send button when you are ready to submit



#### 4. To send an attachment:

- g. Left click the paper clip to the right of “send”.
- h. Left click the location of your attachment, “browse this computer” or “browse cloud locations”.
- i. Left click on the document you want and click “open”.



I

j. Your attachment will appear in your email under the subject

