

EMAIL INSTRUCTIONS FOR HOME AND SCHOOL

- 1) Install the Firefox browser. If you already have it go to the address line and type:

**mail.stmatthewaz.org/roundcube**

- 2) Book mark this page and move to your desk top for easier access next time.
- 3) Enter your user name which is your email address on your card. Example:

**xstudent@stmatthewaz.org**

- 4) Enter your password which is the six digit number on your computer card. Example:

**982465**

- 5) It will open up and you can proceed.

**GRADES 5-8 WILL HAVE EMAIL AT THE START OF THE SCHOOL YEAR.**

**4<sup>TH</sup> GRADE WILL BEGIN IN JANUARY 2013.**