WAKE COUNTY PUBLIC SCHOOL SYSTEM

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إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

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यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए नि:शुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

Your teacher may use WCPSS email to communicate assignments, updates, directions, and more. This document shows how to access your WCPSS student email account and a brief overview of basic email features.

Access WCPSS Student Email

1. Go to **WakeID Portal**, https://wakeid.wcpss.net/.

2. Select **Student**.

3. Enter **WakeID**.
   (e.g. jrsmith8)

4. Click **Continue to Log In**.

5. Enter **WakeID password**.
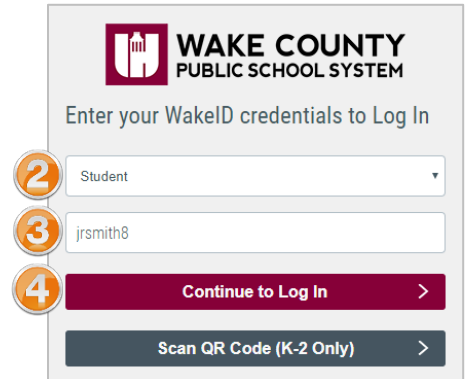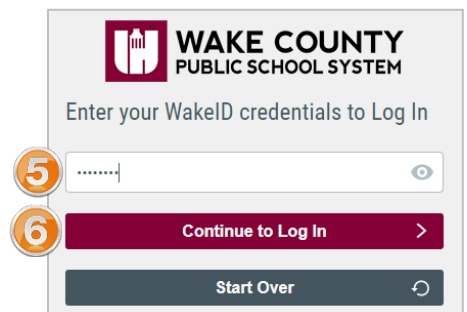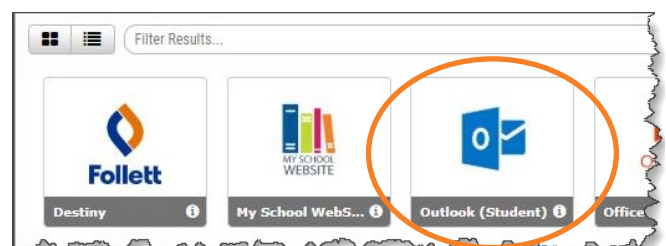   **NOTE**: If you need help with your WakeID password, visit: https://bit.ly/wakeid-student-login.

6. Click **Continue to Log In**.

7. In your WakeID Portal, click **Outlook (Student)**.
   NOTE: If you are logging in for the first time:
   a. Select **Preferred Language**.
   b. Select **Time Zone**: (UTC-05:00) Eastern Time (US & Canada)
   c. Click **Save**.

Inbox Overview

1. Create a new message.

2. List of folders.
   Example: Inbox, Sent

3. Search mail and people.
   Example: Text from a message you received, or name of a person you sent a message to.

4. Messages in the selected folder.

5. Microsoft automatically filters messages using Focused and Other tabs. (To turn this feature off, in upper-right, click ⚙ and toggle **Focused Inbox** off.)

6. View email settings.

Message Overview

1. Message body.

2. Like a message.

3. Reply to the sender.

4. Reply to all recipients.

5. Forward the message to another user.

6. Additional options.