



CINCINNATI CHRISTIAN SCHOOLS
Christ-Centered Quality Education

January 27, 2011

Dear Parents,

Starting this semester, all CCS students in grades 7-12 will be set up with e-mail accounts at live@edu. Only the 7-9th grade students will have this e-mail address entered into RenWeb, since most 10-12th grade students already have a personal e-mail account entered in RenWeb.

Microsoft provides this mail system free to schools. Having e-mail addresses for all students starts us on the path toward placing a digital curriculum into our classrooms.

The student e-mails are formatted as follows:

lastname first 2 letters of first name @my-ccs.org

For example enosde@my-ccs.org

To access their e-mail account the students can go to live.com which is a Microsoft website.

In order to log into their new e-mail account, students must login with a Windows live ID and a password. Windows Live ID is the student's new e-mail address (see above). The default password is: *password*. Students will be required to immediately change their password after they login. We strongly encourage the students to login and create their new password as soon as possible. This will insure their e-mail is secure.

Students will have a "sky drive" which will allow them to store and access files any time they access their e-mail account. The sky drive feature will allow students to access all of their stored files from school or from home. (No more flash drives needed!) All students must log into live.com and activate their e-mail account to be able to access the "sky drive".

The student e-mails are "closed" to allow mail to or from our school only. CCS administration has the ability to review student mailboxes should there be reports of abusive or harassing e-mails. Students can use this e-mail account to mail to teachers. Teachers will be able to e-mail to students at this e-mail address rather than a personal e-mail address.

If you have any questions about this new system, please contact David Malson at dmalson@cincinnatichristian.org or Lisa Coombs at lcoombs@cincinnatichristian.org.

Sincerely,

Deborah Enos
CCS JH/SH Principal



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