

Office 365 Student Communications

Navigation: CSIS > Modules > Students > click on **Office 365 Student Communications**

Search for the student

1. The screen will display the Current Office 365 **Consent Status** for the selected student

The four options for the current status are:

- Enrolling Head of Household has not responded.
- Enrolling Head of Household accepts terms & conditions & WILL receive tools.
- Enrolling Head of Household accepts terms & conditions & WILL NOT receive tools, but can still download ProPlus software.
- Enrolling Head of Household declines terms & conditions.

2. To **Resend the Office 365 Email** to the parent, click the **envelope icon**.

3. Click the **Edit Email Address** link to edit or add the email address for the enrolling head of household.

- Clicking the link directs you immediately to the **Student Families** screen (shown below.)
- On the Student Families screen, click the **Edit pencil** next to the Primary Family.

- The **Edit Family** window will open.
- On the Edit Family window, click the **Edit pencil** next to the Enrolling Adult (highlighted with the **Yellow Star**.)

- The **Edit Family Head of Household** window will open.
- On the Edit Family Head of Household window, click the **Email Addresses** Tab
- Click the **Edit pencil** next to the email address that needs to be edited
Or
- Click the red X to delete an email address.

- If there is not an email address listed, click **Add new record**.
- Enter the email address information.
- Be sure to **Save Changes**; click **Close** to return to the Edit Family window.

- After returning to the Edit Family window, click **Save Changes**
- Click the **X** in the upper right to close the window.

- From the Student Families screen, mouse over Modules in the main CSIS menu > Students > click on **Office 365 Student Communications**.

The new or updated email will display for the Head of Household.

To **Resend the Office 365 Email** to the parent, click the **envelope icon**.