



# SENIOR GRADUATION INVITATION



## Congratulations Seniors!

Your invitation to graduation will soon be on its way via your *Microsoft* email account! Directions on how to login are below.

Once you have logged in, if you do not see your invitation from “**University High School: Commencement Exercises**”, please check in your “CLUTTER” folder on the left hand side.

GO HAWKS!  
Class of 2020

# STUDENT MICROSOFT EMAIL ACCOUNT ACCESS

1. From the [HAWKS website](#), click on “[Check Email](#)”
2. Login using [username@stu.k12.wv.us](#) email address. You will have to put in the whole address.  
(Your username is the same as your Chromebook)
3. Enter your password. This will be the same as your Chromebook as well.
4. Once logged in, click on “Outlook”.

\*If you need any help with account information please email Mr. Senatore at [rsenatore@k12.wv.us](mailto:rsenatore@k12.wv.us)\*