



Technology from Home

Getting Started

1. Open your favorite browser and go to The Commonwealth Governor's School homepage at www.cgs.k12.va.us.
2. Take a few moments to familiarize yourself with this page. It has lots of information and many useful links that you will use throughout your time in CGS. Your parents should also bookmark this page and check it frequently.
3. Today we will get started with Outlook and Blackboard.

Academic Links

- [Blackboard](#)
- [Outlook](#)

Outlook (your CGS email)

1. Scroll down to Academic Links and click on [Outlook](#).


Outlook® Web App

User name:
first.last

Password:
.....

[sign in](#)

2. Your User name is USUALLY your full first name & your last name, separated by a period. For example: Tommy Smith = thomas.smith. If your username is something else (like if we already have a thomas.smith), please contact your site leader if your user name does not work.
3. Your Password is identical to your User name.

4. Click the arrow icon to sign in. [sign in](#)
5. To change your password, click the settings (gear ) icon in the upper-right-hand corner, then select **Change password**. Choose a password that you will easily remember and write it down in a safe location – This will be the password you use to log in to CGS computers AND your Outlook account.
6. **You've got mail!** You should have an email from at least one of your CGS teachers. Please reply to this email with a short note about yourself (a few sentences is fine), so we know you were successfully able to log into your email.
7. This email is the primary way your CGS teachers will communicate with you. Please check your CGS email at least twice per day.
8. Your CGS email address is your username@cgs.k12.va.us (Ex: thomas.smith@cgs.k12.va.us).

Welcome to Blackboard (your CGS classroom pages)

1. Go back to the CGS home page and click on [Blackboard](#) under Academic Links.
2. Log in to Blackboard. Your Username and Password should be the same as before, first.last.
3. To change your password, click on **Personal Information** on the left side of the screen under Tools.
4. Click on **Change Password**.
5. Enter your new password (twice) and click [Submit](#) – It is a good idea to use the same password that you used for Outlook.
6. Click on **My CGS** at the top of the screen. Explore your class pages under **My Courses**.

USERNAME
first.last

PASSWORD
.....

Login [Forgot Your Password?](#)

Teacher Email Addresses

If you have any questions about your class pages, please contact your teacher. Your teachers' names and email addresses can be found on the back of this sheet. We would love to hear from you!

Subject→ Site↓	Honors Algebra II	Honors English 9	AP Environmental Science	AP European History
Colonial Forge	Mr. Thompson* mthompson@cgs.k12.va.us	Mr. Mulreany jmulreany@cgs.k12.va.us	Dr. Reibach preibach@cgs.k12.va.us	Mr. Grooms cgrooms@cgs.k12.va.us
King George	Mr. Giles hgiles@cgs.k12.va.us	Ms. Ault aault@cgs.k12.va.us	Ms. Davis* adavis@cgs.k12.va.us	Mrs. McGuinness emcguinness@cgs.k12.va.us
North Stafford	Mrs. Thompson kthompson@cgs.k12.va.us	Ms. Christopherson cchristopherson@cgs.k12.va.us	Mrs. Goldfarb agoldfarb@cgs.k12.va.us	Ms. Darby* jdarby@cgs.k12.va.us
Riverbend	Mr. Conlee jconlee@cgs.k12.va.us	Mr. Meier emeier@cgs.k12.va.us	Ms. Lohr mlohr@cgs.k12.va.us	Mr. Letellier lletellier@cgs.k12.va.us
Stafford	Mr. Vradenburgh rvradenburgh@cgs.k12.va.us	Mrs. Siegmund* wsiegmund@cgs.k12.va.us	Mrs. Pogue jpogue@cgs.k12.va.us	Mr. Rine jrine@cgs.k12.va.us
Spotsylvania	Mr. McNamee* jmcnamee@cgs.k12.va.us	Ms. Donado ddonado@cgs.k12.va.us	Mr. Ulanowicz mulanowicz@cgs.k12.va.us	Mr. Maginnis pmaginnis@cgs.k12.va.us

*Site Leader

Riverbend Site Leader – Mrs. Oesterheld – soesterheld@cgs.k12.va.us (not listed above as she is not a 9th grade teacher)