

To access your school email:

- 1) Go to owa.kolbecaths.org
- 2) Enter your network username (your Google address **without the @kolbecaths.org**)
 - a. For example, **jsmith18@kolbecaths.org**
- 3) Enter your network password (your Google password **without the numbers at the end**)
 - a. For example, **glory2018**

- 4) Click “sign in” and then “OK” on the next screen if asked about time zones.
- 5) Welcome to your school email!

