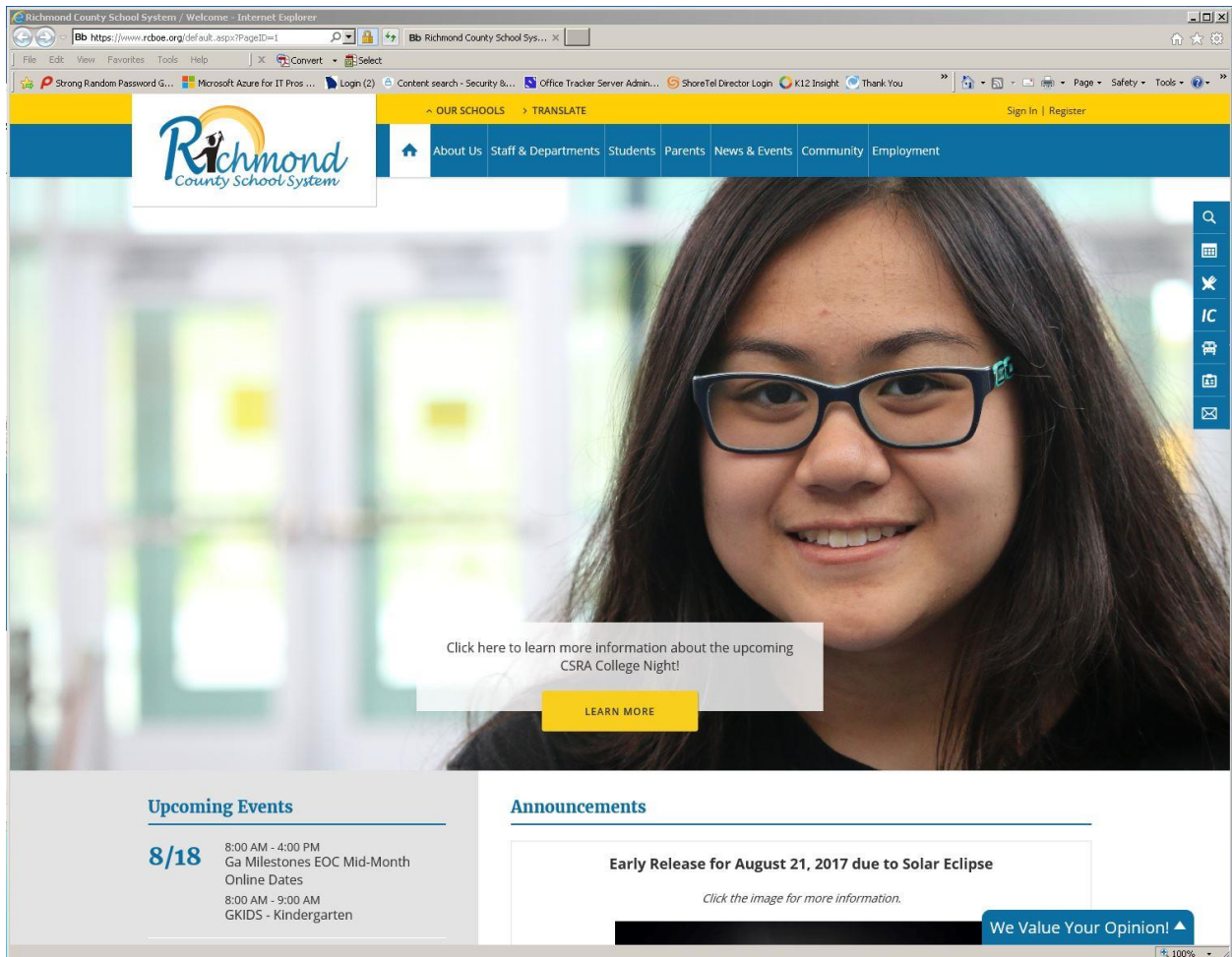


LOG IN INSTRUCTION FOR Email account for Office 365

1. Open Internet Explorer or Edge. Open RCBOE Web page, click on email tab on the right. (the envelope on the right)



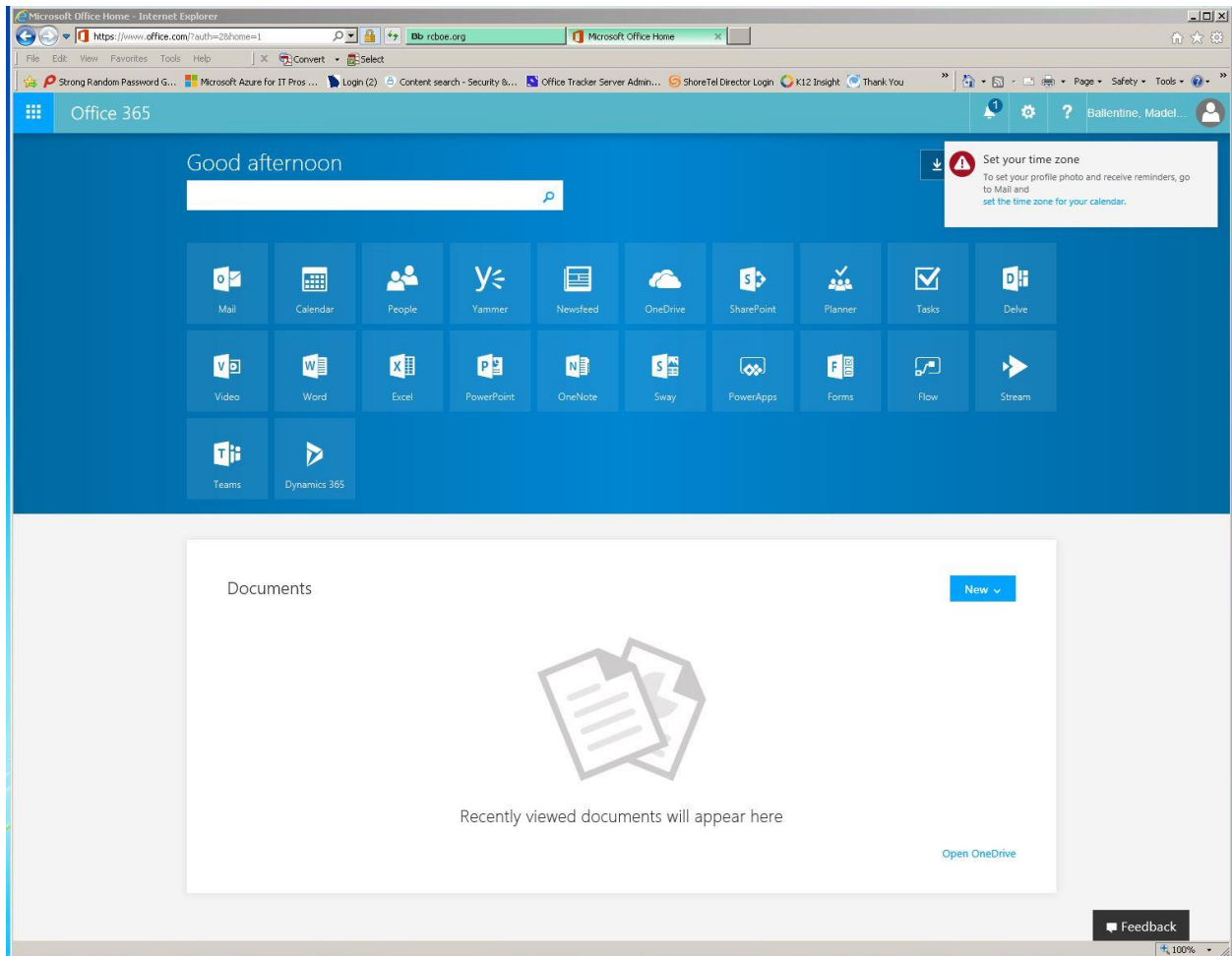
The screenshot shows the Richmond County School System website in Internet Explorer. The browser address bar displays <https://www.rcboe.org/default.aspx?PageID=1>. The website features a blue header with the Richmond County School System logo and a navigation menu with links: Home, About Us, Staff & Departments, Students, Parents, News & Events, Community, and Employment. A yellow banner at the top right contains "OUR SCHOOLS" and "TRANSLATE" links, along with "Sign In" and "Register" options. The main content area is dominated by a large photograph of a smiling young woman with glasses. A white callout box over the photo contains the text "Click here to learn more information about the upcoming CSRA College Night!" and a yellow "LEARN MORE" button. Below the photo, the page is divided into two columns. The left column, titled "Upcoming Events", lists an event for 8/18: "8:00 AM - 4:00 PM Ga Milestones EOC Mid-Month Online Dates" and "8:00 AM - 9:00 AM GKIDS - Kindergarten". The right column, titled "Announcements", features a white box with the text "Early Release for August 21, 2017 due to Solar Eclipse" and a link "Click the image for more information." A blue button in the bottom right corner reads "We Value Your Opinion!". The browser's status bar at the bottom right shows "100%" zoom.

2. Log In with: Rogers.RoyM@richmond.k12.ga.us

The screenshot shows the Microsoft Office 365 sign-in page in Internet Explorer. The browser's address bar shows the URL <https://login.microsoftonline.com/common/>. The page features a background image of a highway with cars and a person working on a laptop. The sign-in form includes fields for email address (someone@example.com) and password, a 'Keep me signed in' checkbox, and 'Sign in' and 'Back' buttons. The Microsoft logo and copyright information are visible at the bottom.

© 2017 Microsoft
Terms of use Privacy & Cookies

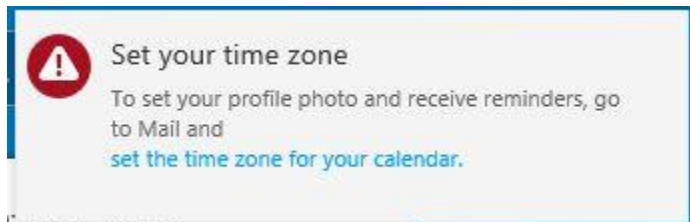
3. This is what you will see once you have logged in.



4. You will also see a window that says install Office 2016. DO NOT INSTALL ON RICHMOND COUNTY COMPUTERS. It is already installed. These installs are for your personal computer.



5. Set your Time Zone. (UTC-5:00) Eastern Time (US & Canada) and SAVE.




Outlook - Internet Explorer

https://outlook.office.com/owa/language... Microsoft Corp... rcboe.org Outlook

File Edit View Favorites Tools Help Convert Select

Strong Random Password G... Microsoft Azure for IT Pros ... Login (2) Content search - Security B... Office Trader Server Admin... ShoreTel Director Login K12 Insight Thank You

Page - Safety - Tools



Outlook

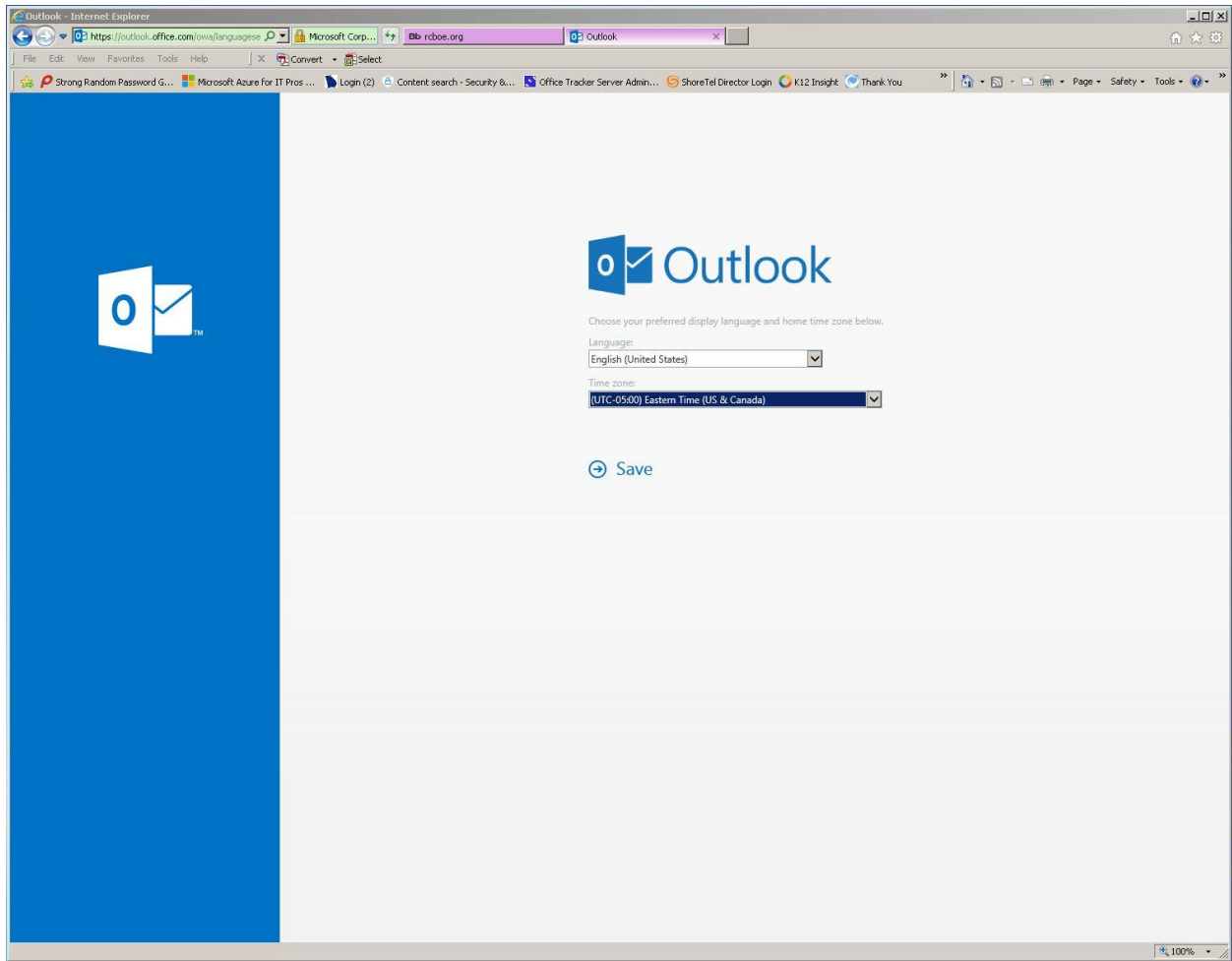
Choose your preferred display language and home time zone below.

Language:
English (United States)

Time zone:
Select time zone

Save

100%



6. Your next log in you will only have to Click on the Mail Icon.

