

## Student Email Account Information

Your login is last name.first name middle initial (maybe a number if anyone has the same name).

EXAMPLE Name: Roy Man Rogers User Name: Rogers.RoyM

Your password is randomly generated.

Teachers can provide Password from Infinite Campus.

Your Email address will be: login@student.rck12.net

EXAMPLE Email Address for **Roy Man Rogers** would be -

[Rogers.RoyM@student.rck12.net](mailto:Rogers.RoyM@student.rck12.net)

## Logging in to Office 365 (without RCSS LaunchPad)

- Open your Internet browser (Chrome, Internet Explorer, etc.)
- Go to <https://Portal.office.com>
- Type your username + “@richmond.k12.ga.us”  
(EXAMPLE: [Rogers.RoyM@richmond.k12.ga.us](mailto:Rogers.RoyM@richmond.k12.ga.us) )
- Type in your password and click “Sign in.”