



# RICHMOND COUNTY STUDENT EMAIL ACCOUNTS

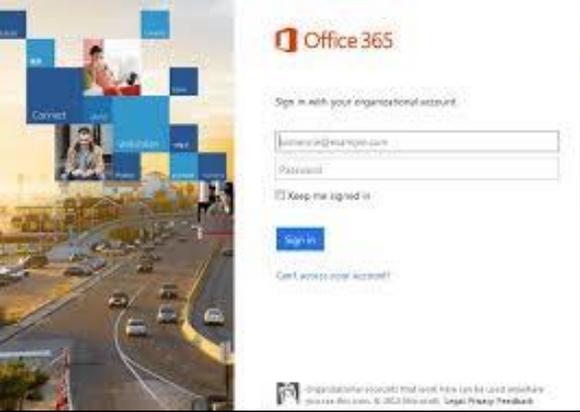
VALERIE NEW

LIBRARY MEDIA SPECIALIST

WILLIS FOREMAN ELEMENTARY SCHOOL

# NEW STUDENT EMAIL ACCOUNTS & LOGIN INFORMATION





# NEW STUDENT EMAIL ACCOUNTS & LOGIN INFORMATION

RICHMOND COUNTY PUBLIC SCHOOL STUDENTS WILL NOW HAVE A **UNIQUE** LOGIN THAT WILL ALLOW THEM TO USE SCHOOL COMPUTERS.

# LOGGING INTO SCHOOL DEVICES



# LOGGING INTO SCHOOL DEVICES

HOW YOU LOG ONTO STUDENT COMPUTERS (DESKTOPS/LAPTOPS) IS ABOUT TO **CHANGE**.

INSTEAD OF USING A GENERIC USERNAME (**RICHMOND\WILstudent**) AND PASSWORD (**Willis123**), EACH STUDENT WILL LOG INTO RICHMOND COUNTY COMPUTERS USING A **UNIQUE** USERNAME AND PASSWORD.

# LOGGING INTO SCHOOL DEVICES

EACH TIME YOU LOG INTO A RICHMOND COUNTY SCHOOL COMPUTER, YOU WILL BE REQUIRED TO ACCEPT THE RICHMOND COUNTY BOARD OF EDUCATION **ACCEPTABLE USE POLICY.**

## Richmond County Board of Education Acceptable Use Policy

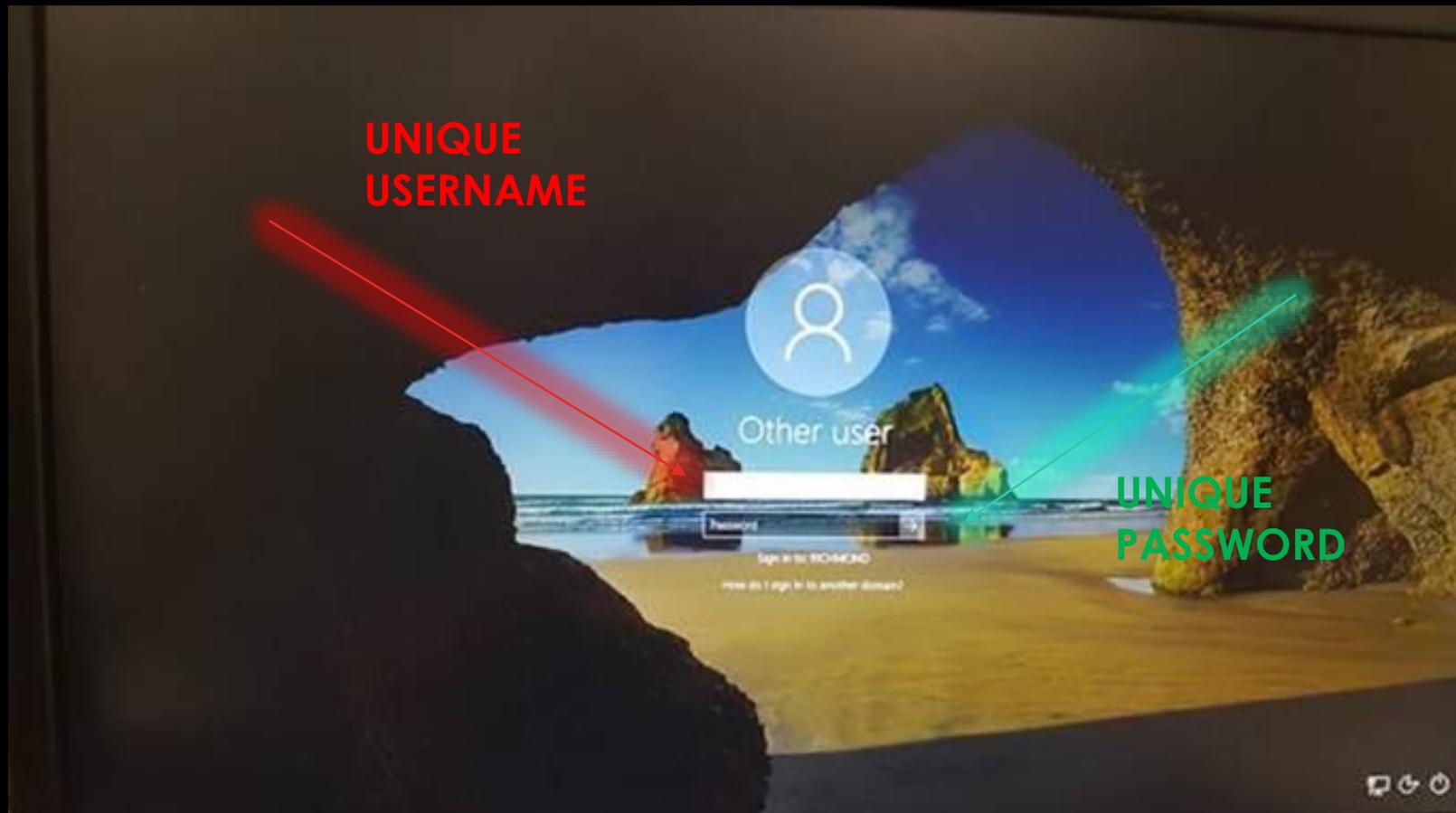
It is the policy of the Richmond County Board of Education that employees and students should be furnished educational opportunities and resources to have access to Internet based instructional programs and administrative services. The primary purpose and mission of the Richmond County Board of Education is to educate students to become lifelong learners and productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web-based technology will prepare students for the future. Technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Richmond County Board of Education has adopted guidelines regarding acceptable use to ensure the technology users share in the technology resources in an effective, efficient, ethical and lawful manner.

OK



# LOGGING INTO SCHOOL DEVICES

## NEW DESKTOP/LAPTOP LOGIN SCREEN



# STUDENT ACCOUNT LOGIN

YOUR *UNIQUE USERNAME*:

YOUR LOGIN IS **LAST NAME.FIRST NAME MIDDLE INITIAL** (+  
MAYBE A NUMBER IF ANYONE HAS THE SAME NAME.

EXAMPLE –

NAME: **MICHAEL JOSEPH JACKSON**

USERNAME: **JACKSON.MICHAELJ**



# STUDENT ACCOUNT LOGIN

YOUR **UNIQUE PASSWORD**:

YOUR **PASSWORD** WILL BE  
RANDOMLY GENERATED. **TEACHERS**  
WILL PROVIDE **PASSWORD** FROM  
INFINITE CAMPUS TO **STUDENTS**.

**WHAT IS YOUR  
EMAIL ADDRESS**



# STUDENT EMAIL ADDRESSES

YOUR EMAIL ADDRESS WILL BE:

***LAST NAME.FIRST NAME MIDDLE INITIAL@student.rck12.net***

***EXAMPLE –***

***EMAIL ADDRESS FOR MICHAEL JOSEPH JACKSON:***

***Jackson.MichaelJ@student.rck12.net***



# LOGGING INTO OFFICE 365 (EMAIL ACCOUNT)

OFFICE 365 LOGIN:

[Username@richmond.k12.ga.us](#)

WHAT WOULD THE LOGIN BE FOR MICHAEL JOSEPH JACKSON?

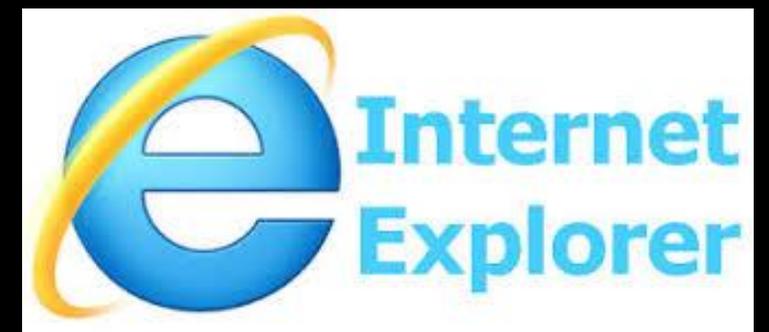
[Jackson.MichaelJ@richmond.k12.ga.us](#)

LOGIN PASSWORD: SEE YOUR TEACHER

# LOGGING INTO OFFICE 365 PLATFORM (EMAIL)

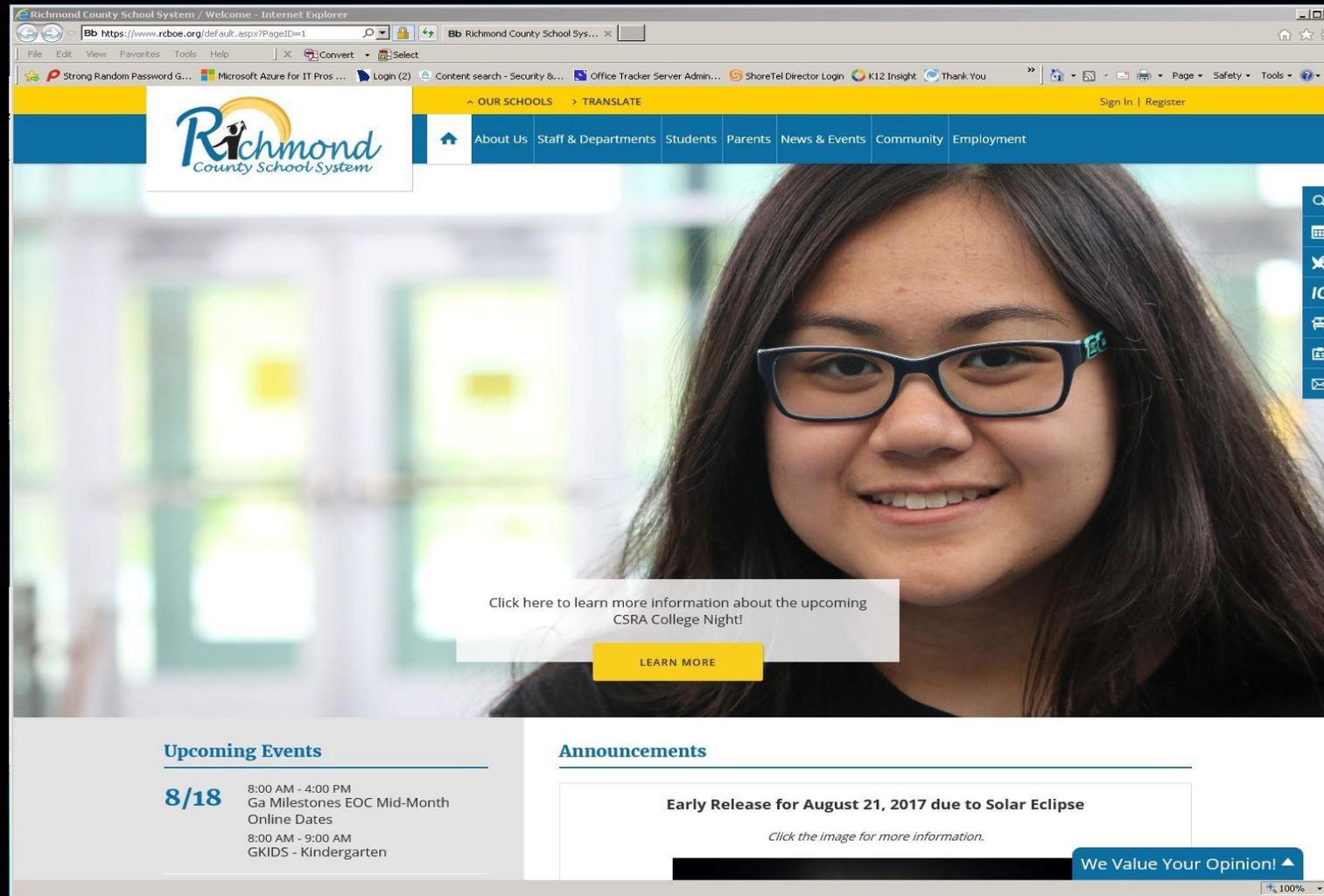
TO LOG INTO OFFICE 365 PLATFORM TO ACCESS  
EMAIL AND OTHER OFFICE APPLICATIONS GO TO  
[WWW.RCBOE.ORG](http://WWW.RCBOE.ORG) OR ACCESS EMAIL UNDER YOUR  
SCHOOL WEBSITE.

OPEN A BROWSER & TYPE WWW.RCBOE.ORG



# LOGGING INTO OFFICE 365 PLATFORM

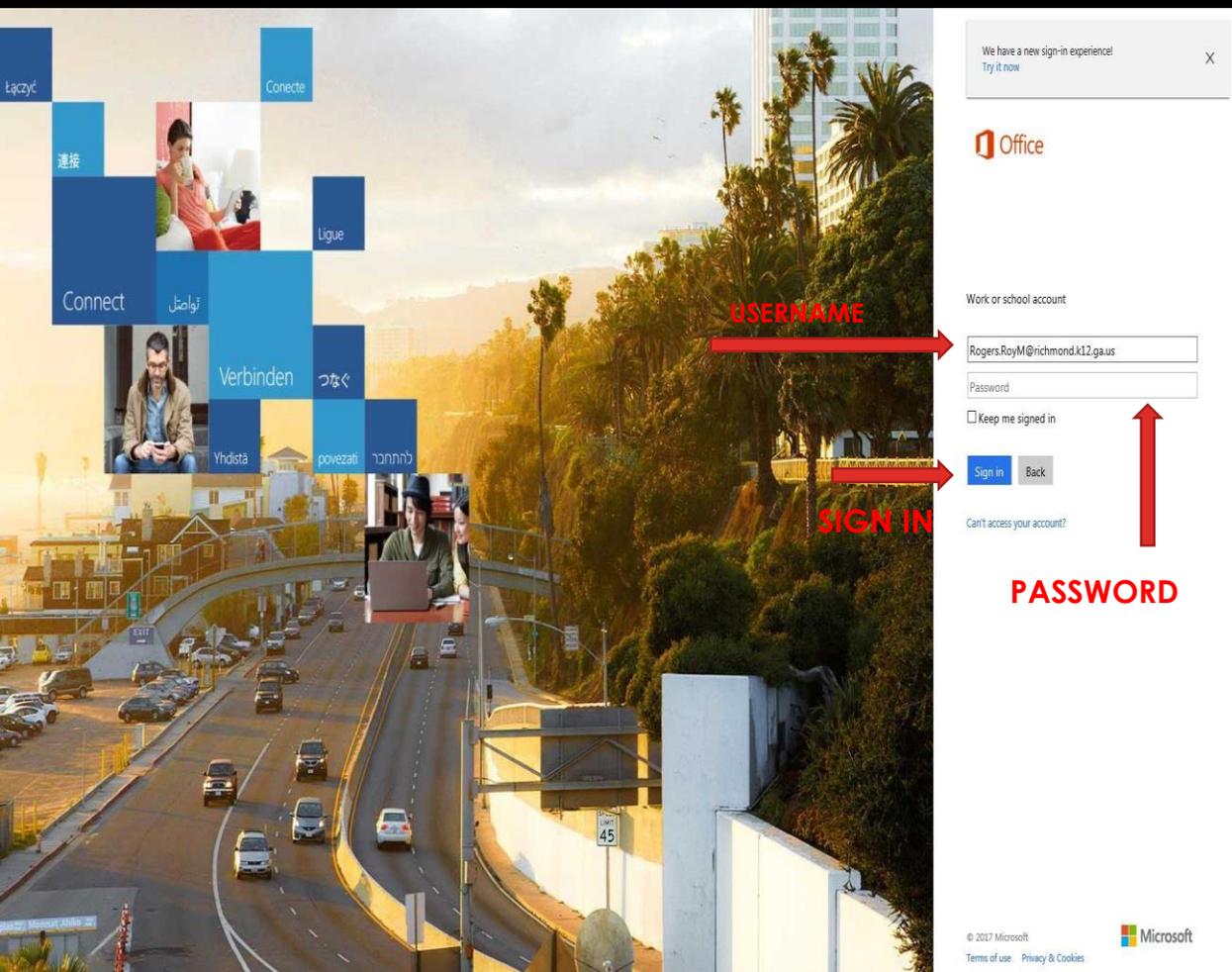
Click on the email tab on the right side of the web page. (The envelope.)



The screenshot shows the Richmond County School System website. The browser address bar displays <https://www.rcboe.org/default.aspx?PageID=1>. The website features a yellow header with the Richmond County School System logo and navigation links: "OUR SCHOOLS", "TRANSLATE", "Sign In", and "Register". Below the header is a blue navigation bar with links: "About Us", "Staff & Departments", "Students", "Parents", "News & Events", "Community", and "Employment". The main content area features a large image of a smiling young woman with glasses. A call-to-action box over the image says "Click here to learn more information about the upcoming CSRA College Night!" with a "LEARN MORE" button. On the right side, there is a vertical sidebar with icons for search, calendar, and email. A red arrow points to the email icon (an envelope) in the sidebar. Below the main content area, there are sections for "Upcoming Events" and "Announcements". The "Upcoming Events" section lists events 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 "Announcements" section has a title "Early Release for August 21, 2017 due to Solar Eclipse" and a link "Click the image for more information.". At the bottom right, there is a "We Value Your Opinion!" button.

# LOGGING INTO OFFICE 365 PLATFORM (YOUR EMAIL ACCOUNT)

## OFFICE 365 LOGIN SCREEN



\*\*LOGIN FOR OFFICE 365 REQUIRES THE USERNAME TO APPEAR AS FOLLOWS:

username@richmond.k12.ga.us

EX:

**Jackson.MichaelJ@richmond.k12.ga.us**

✓ TYPE YOUR

“Username@richmond.k12.ga.us”

Example:

Jackson.MichaelJ@richmond.k12.ga.us

✓ TYPE IN YOUR PASSWORD

✓ CLICK “SIGN IN”

# SETTING YOUR TIME ZONE



## Set your time zone

To set your profile photo and receive reminders, go to Mail and [set the time zone for your calendar.](#)

- THE **FIRST** TIME YOU LOG IN, YOU WILL SEE A BOX THAT SAYS SET YOUR TIME ZONE.
- SET IT TO **EASTERN TIME ZONE**.
  - CLICK **SAVE**.

IF **NOT** SET CORRECTLY, IT WILL CAUSE ISSUES WITH YOUR CALENDAR.

# UNITED STATES OF AMERICA

# EASTERN TIME ZONE



We live in the state of **Georgia**. Therefore, we live in the **EASTERN TIME ZONE**.

Where is **Georgia** on the map?

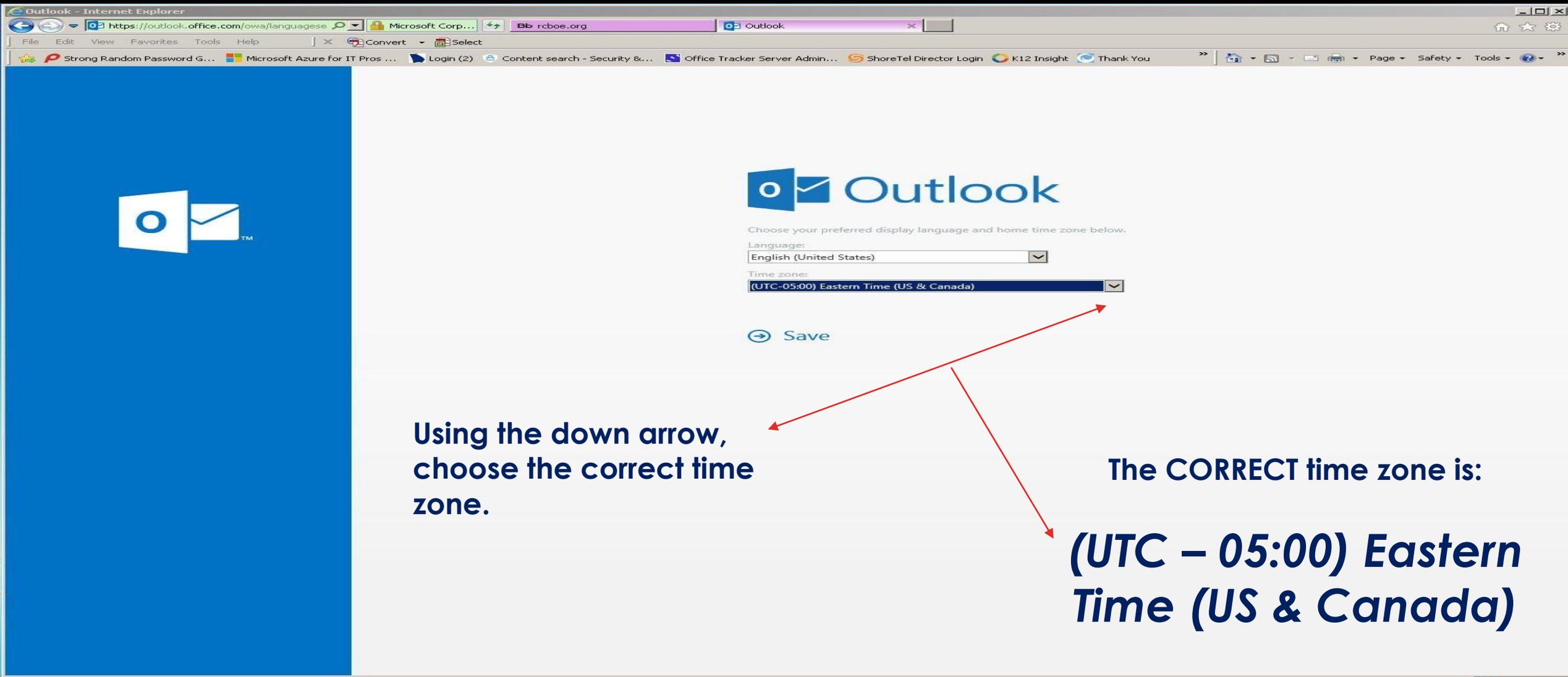
# SETTING THE CORRECT TIME ZONE

Language –  
Using the drop down arrow, select ENGLISH (UNITED STATES)

Time Zone –  
Using the drop down arrow, select the CORRECT time zone (Eastern Time Zone - US & Canada).

Save

# CORRECT TIME ZONE: *(UTC - 05:00) EASTERN TIME (US & CANADA)*

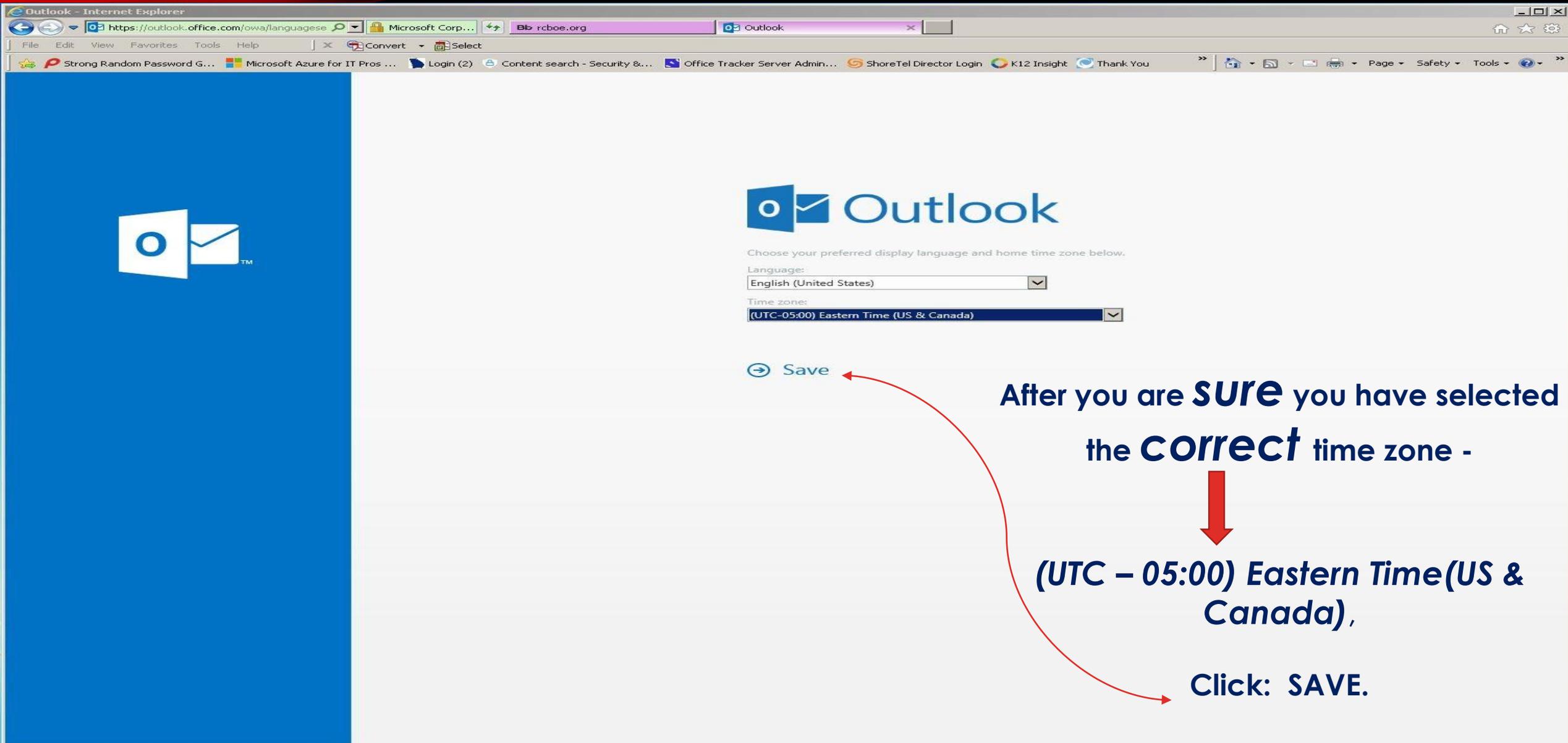


The screenshot shows the Outlook web interface in Internet Explorer. The browser's address bar displays the URL `https://outlook.office.com/owa/language`. The page content includes the Outlook logo, a heading "Choose your preferred display language and home time zone below.", a "Language:" dropdown menu set to "English (United States)", and a "Time zones:" dropdown menu set to "(UTC-05:00) Eastern Time (US & Canada)". A "Save" button is located below the dropdowns. A blue vertical bar on the left side of the page features the Outlook logo.

Using the down arrow,  
choose the correct time  
zone.

The CORRECT time zone is:  
*(UTC - 05:00) Eastern  
Time (US & Canada)*

# SETTING THE CORRECT TIME ZONE



The screenshot shows the Outlook web interface in Internet Explorer. The browser's address bar displays the URL `https://outlook.office.com/owa/language`. The page title is "Outlook". The main content area features the Outlook logo and the instruction "Choose your preferred display language and home time zone below." Below this instruction are two dropdown menus: "Language:" set to "English (United States)" and "Time zone:" set to "(UTC-05:00) Eastern Time (US & Canada)". A "Save" button with a circular arrow icon is located below the dropdowns. A red arrow points from the "Save" button to the text "Click: SAVE." on the right. Another red arrow points from the text "(UTC - 05:00) Eastern Time (US & Canada)," to the "Time zone:" dropdown menu.

Outlook

Choose your preferred display language and home time zone below.

Language:  
English (United States)

Time zone:  
(UTC-05:00) Eastern Time (US & Canada)

Save

After you are **sure** you have selected the **correct** time zone -

↓

**(UTC - 05:00) Eastern Time (US & Canada),**

**Click: SAVE.**

IGNORE IT!!!

IF YOU SEE THIS, IGNORE IT!



IF YOU SEE THIS,

**IGNORE IT!**

OFFICE IS ALREADY  
INSTALLED ON YOUR  
SCHOOL COMPUTER.

THEN IT WILL OPEN TO ***YOUR***  
EMAIL.

The screenshot displays the Outlook web interface. At the top, the navigation bar includes 'Office 365' and 'Outlook'. Below this, there are icons for search, new, and mark all as read. The left sidebar shows the 'Folders' pane with 'Inbox' selected, and the 'Groups' section with a 'New' indicator. The main content area is split into two panes. The left pane shows the 'Focused' and 'Other' tabs, with a blue banner for 'Meet Focused Inbox' and a 'Next: No events for the next two days' notification. The right pane is empty, displaying a large envelope icon and the text 'Select an item to read' with a link 'Click here to always select the first item in the list'.

Office 365 Outlook

Search Mail and People

New | Mark all as read

Focused Other Filter

Meet Focused Inbox  
Find email you're likely to read under Focused, and the rest under Other.

Got it Learn more

Next: No events for the next two days. Agenda

Select an item to read  
[Click here to always select the first item in the list](#)

# QUICK REVIEW

## LOGGING INTO EMAIL ACCOUNT

USERNAME OR LOGIN:

LAST NAME.FIRST NAME MIDDLE INITIAL@**RICHMOND.K12.GA.US**

EXAMPLE:

NAME: Michael Joseph Jackson

USERNAME OR LOGIN:

**JACKSON.MICHAELJ@RICHMOND.K12.GA.US**

## EMAIL ADDRESS

EMAIL ADDRESS:

LAST NAME.FIRST NAME MIDDLE INITIAL@**STUDENT.RCK12.NET**

EXAMPLE:

NAME: Michael Joseph Jackson

EMAIL ADDRESS:

**JACKSON.MICHAELJ@STUDENT.RCK12.NET**



**WHAT IS YOUR EMAIL ADDRESS**

## LOGGING INTO SCHOOL DEVICES

USERNAME OR LOGIN:

LAST NAME.FIRST NAME MIDDLE INITIAL

EXAMPLE:

NAME: Michael Joseph Jackson

USERNAME OR LOGIN:

**JACKSON.MICHAELJ**



# STUDENT EMAIL USE PROCEDURES

STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN AN **APPROPRIATE** MANNER WHILE USING THEIR NEW EMAIL ACCOUNT.

THESE GUIDELINES ARE INTENDED TO HELP YOU MAKE THE BEST USE OF THE ELECTRONIC MAIL FACILITIES AT YOUR DISPOSAL. YOU SHOULD UNDERSTAND THE FOLLOWING:

1. THE SCHOOL DISTRICT PROVIDES ELECTRONIC MAIL TO STUDENTS TO ENABLE THEM TO COMMUNICATE EFFECTIVELY & EFFICIENTLY WITH THEIR TEACHERS & PARTICIPATE IN COLLABORATION WITH OTHER STUDENTS.
2. WHEN USING THE SCHOOL'S ELECTRONIC MAIL YOU MUST COMPLY WITH THE FOLLOWING GUIDELINES:

- 1. DO** check your electronic mail DAILY to see if you have any messages.
- 2. DO** use email for school – related communication ONLY.
- 3. DO** delete electronic mail messages when they are no longer required.
- 4. DO** respect the legal protections to data and software provided by copyrights and licenses.
- 5. DO** protect your password and keep it in a safe place.

# DON'TS

1. **DO NOT** send harassing, offensive, or threatening email content. This will be IMMEDIATE cause for severe disciplinary action.
2. **DO NOT** send email containing a virus or other malicious content.
3. **DO NOT** send or read email at inappropriate times, such as during class instruction.
4. **DO NOT** send email to share test answers or promote cheating in any way.
5. **DO NOT** use the account of another person.
6. **DO NOT** sign up for any advertisements or promotions using your student email account.
7. **DO NOT** use your student email account for anything that does not pertain to educational purposes.

# STUDENT EMAIL PERMISSIONS

1. OFFICE 365 EMAIL SYSTEM **CONTROLS** WHOM EMAIL MESSAGES CAN BE SENT TO & WHOM THEY CAN BE RECEIVED FROM.
2. STUDENTS **CAN** EMAIL THEIR **CLASSMATES** AND **TEACHERS**.
3. STUDENTS **CANNOT** EMAIL ANYONE **OUTSIDE** THE SCHOOL DOMAIN.
4. STUDENTS **CANNOT** RECEIVE EMAIL FROM **OUTSIDE** THE SCHOOL DOMAIN.
5. STUDENTS **MAY RECEIVE** EMAIL FROM **THEIR TEACHERS** TO COMMUNICATE REMINDERS, COURSE CONTENT, POSE QUESTIONS RELATED TO CLASS WORK, ETC.
6. STUDENTS **MAY SEND** EMAIL TO **THEIR TEACHERS** WITH QUESTIONS OR COMMENTS REGARDING CLASS.
7. STUDENTS **MAY SEND** EMAIL TO **THEIR CLASSMATES** TO COLLABORATE ON GROUP PROJECTS AND ASSIST WITH SCHOOL CLASSES.
8. STUDENTS ARE ENCOURAGED TO EMAIL THEIR TEACHERS CONCERNING SCHOOL-RELATED CONTENT AND QUESTIONS.
9. TEACHERS WILL **NOT** BE EXPECTED TO ANSWER STUDENT EMAIL OUTSIDE OF THEIR REGULAR WORK DAY. THEREFORE, AN UNANSWERED EMAIL TO A TEACHER WOULD **NOT EXCUSE** A STUDENT FROM TURNING IN AN ASSIGNMENT.

## **WARNING**

Your Warning  
Message Here



1. ALL ELECTRONIC MAIL SENT WITHIN THE RICHMOND COUNTY SCHOOL SYSTEM IS **MONITORED** AND **FILTERED** FOR **PROFANITY, HARASSMENT**, AND OTHER **INAPPROPRIATE CONTENT**.
2. ALL ELECTRONIC MAIL COMING INTO OR LEAVING THE SCHOOL IS **SCANNED FOR VIRUSES**.
3. STUDENT EMAIL THAT IS IDENTIFIED AS **INAPPROPRIATE** WILL BE **BLOCKED** FROM DELIVERY.



# SUPPORT CONTACT INFORMATION

IF YOU HAVE ANY TECHNOLOGY  
QUESTIONS/PROBLEMS/ISSUES, PLEASE CONTACT

1. YOUR TEACHER

2. MEDIA SPECIALIST

3. SCHOOL TECHNOLOGY SPECIALIST