

# Laptop Login

## How do I login to my laptop?

- Press any key to wake it up
- In the lower left corner, choose **Other User**

Enter your full email address

- 5 – 1 – 5 (First 5 letters of first name + middle initial + first 5 letters of last name) + @k12.rcstn.net
- Example: Harper S. Jackson = [harpesjacks@k12.rcstn.net](mailto:harpesjacks@k12.rcstn.net)
- Temporary Password (if you are new to the district)
- 2020#Students
- Returning students use last year's password

Create a password following these password requirements:

- At least 6 characters, not similar to your username, not similar to your name, and contain at least 3 of the following character types:
- upper alpha
- lower alpha
- numeric
- special character

2

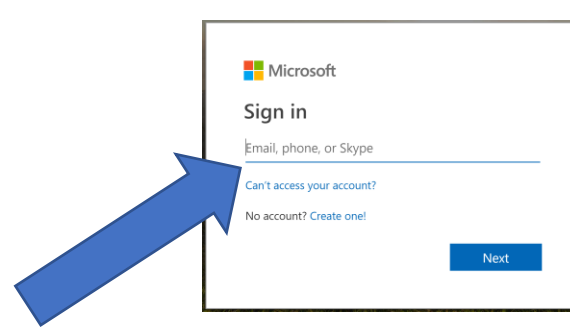
Take a photo of this page!



# Office 365 for Students



## Where do I login? portal.office.com




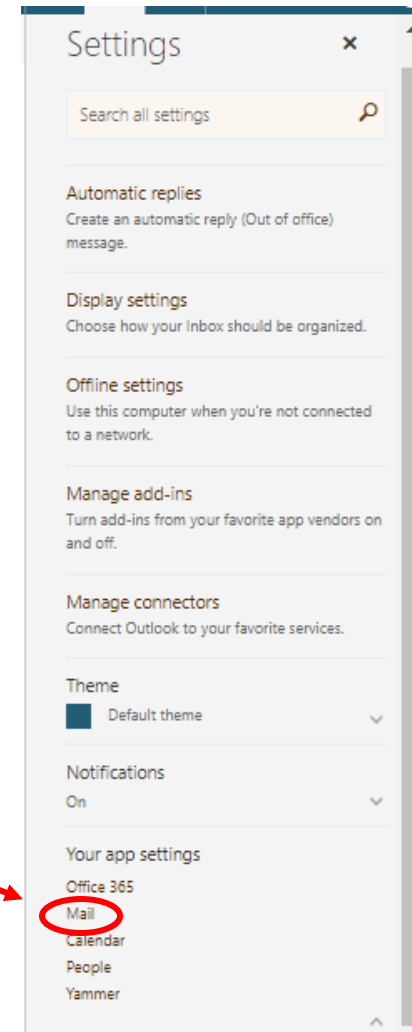
Enter your full email address and password

5 – 1 – 5 = First 5 letters of first name + middle initial + first 5 letters of last name + @k12.rcstn.net

Example: harpesjacks@k12.rcstn.net

# Change Time Zone and Mail Settings

- After logging in to Office 365, Open OUTLOOK
- Set the Time Zone to **CENTRAL TIME US & CANADA** when prompted, then SAVE
- Choose the Settings Wheel  in the upper right of the screen
- Scroll all the way down and choose MAIL
- **OR (If you don't see MAIL)**
- Choose OPTIONS, Choose MAIL



# Reply All & Focused Inbox Settings

- At the left of your screen under OPTIONS, choose REPLY SETTINGS
  - Choose REPLY – Choose SAVE
- Under OPTIONS, choose FOCUSED INBOX
  - Choose DON'T SORT MESSAGES – Choose SAVE

## WHEN FINISHED

- Sign out of Office 365 (under the silhouette at the right)
- Have your checkout sheet initialed

