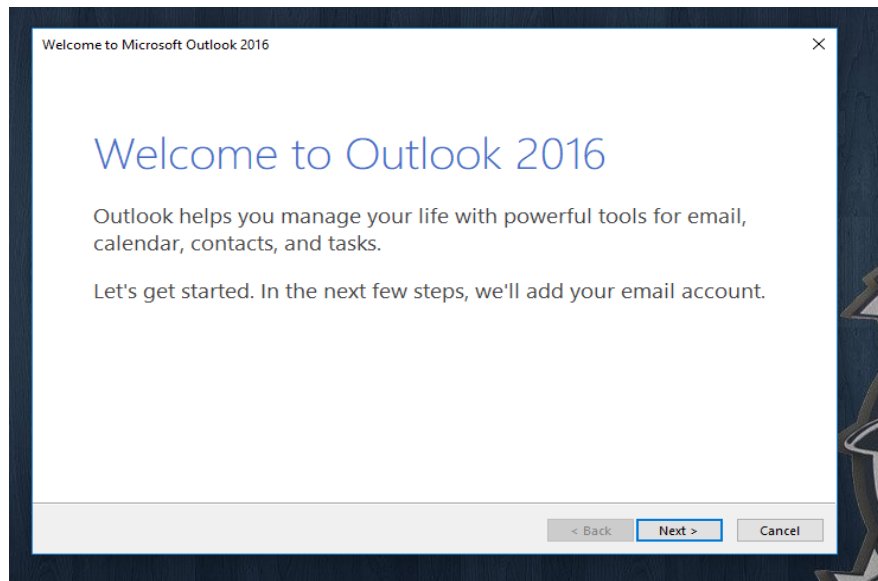


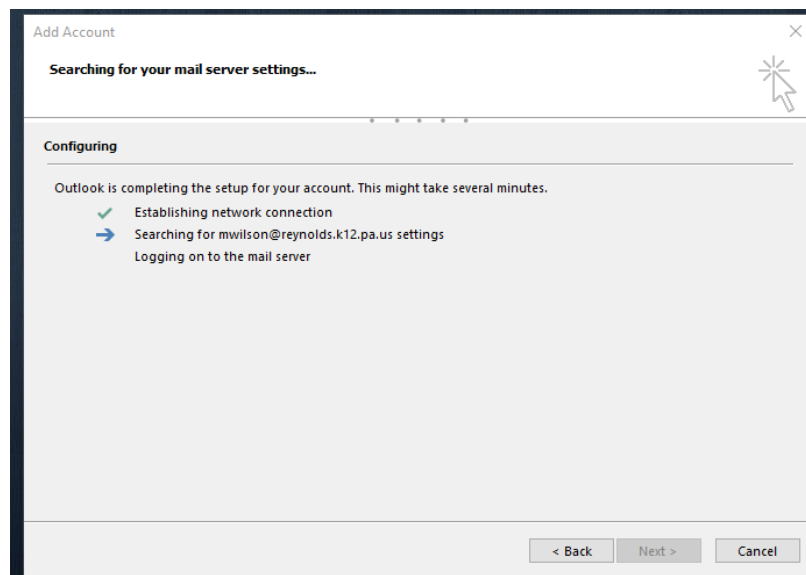
Teacher Email Setup Guide

At the beginning of each school year, computers start with a clean installation of Windows. This means teachers will need to perform a one-time setup to access email when using the Microsoft Office program, Outlook. You can find this located in the Microsoft Office 2016 folder, on your desktop. It is also in your Start Menu (press Windows key).

1. Open Outlook, and press "Next" three times.



2. Then you will see a screen like below.



3. Wait for the security prompt as shown. If you have other windows open, it may be behind them. Ensure you check the box to remember your credentials and enter the same password you use to login to Windows. Otherwise, this box will re-prompt you for your password every time you open Outlook. After clicking "OK" you can click "finish" to complete Outlook setup.

