

Accessing Email in Office 365

RUSD email accounts have been migrated to the Office 365 cloud service provided by Microsoft. In order to access your email after the migration phase of this project, please follow the information below.

Office 365 Portal

Open a web browser and navigate to <http://portal.microsoftonline.com> (Figure 1).

Enter your username which is also your email address (e.g. FirstName.LastName@redlands.k12.ca.us) and the password used to log in to your computer at school. **PLEASE NOTE, THIS PASSWORD IS MOST LIKELY DIFFERENT FROM YOUR OLD EMAIL PASSWORD.**

At the main Office 365 portal screen, select the **Outlook** tile (Figure 2) and you will be connected to your Exchange Online mailbox.

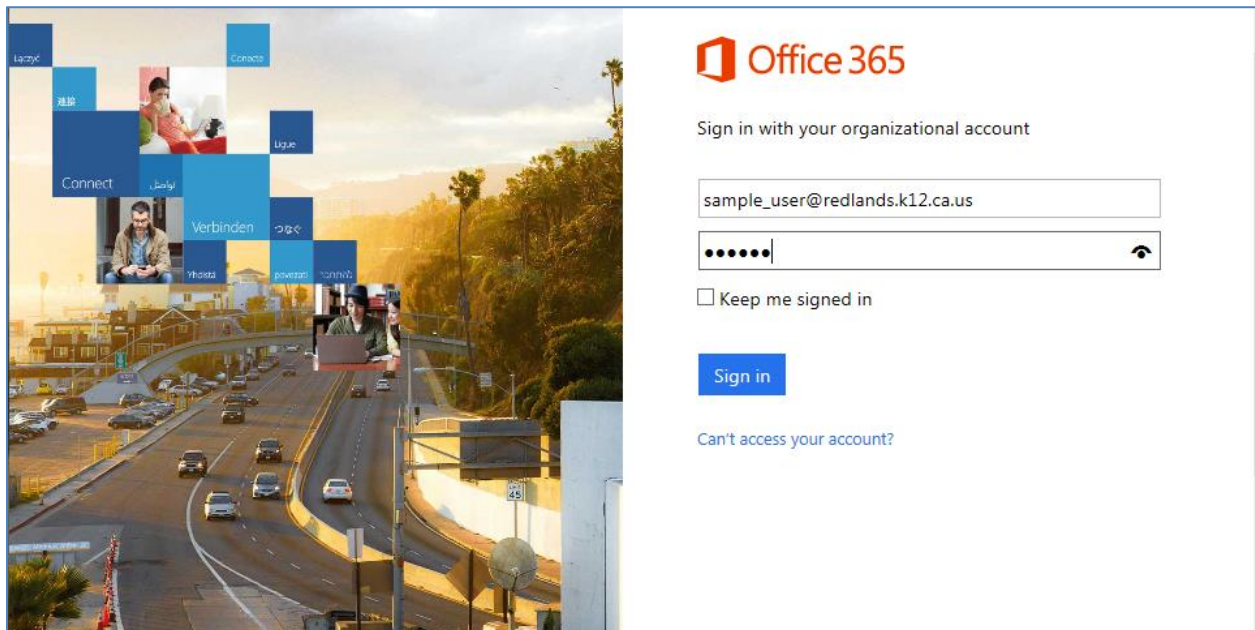


Figure 1



Figure 2