

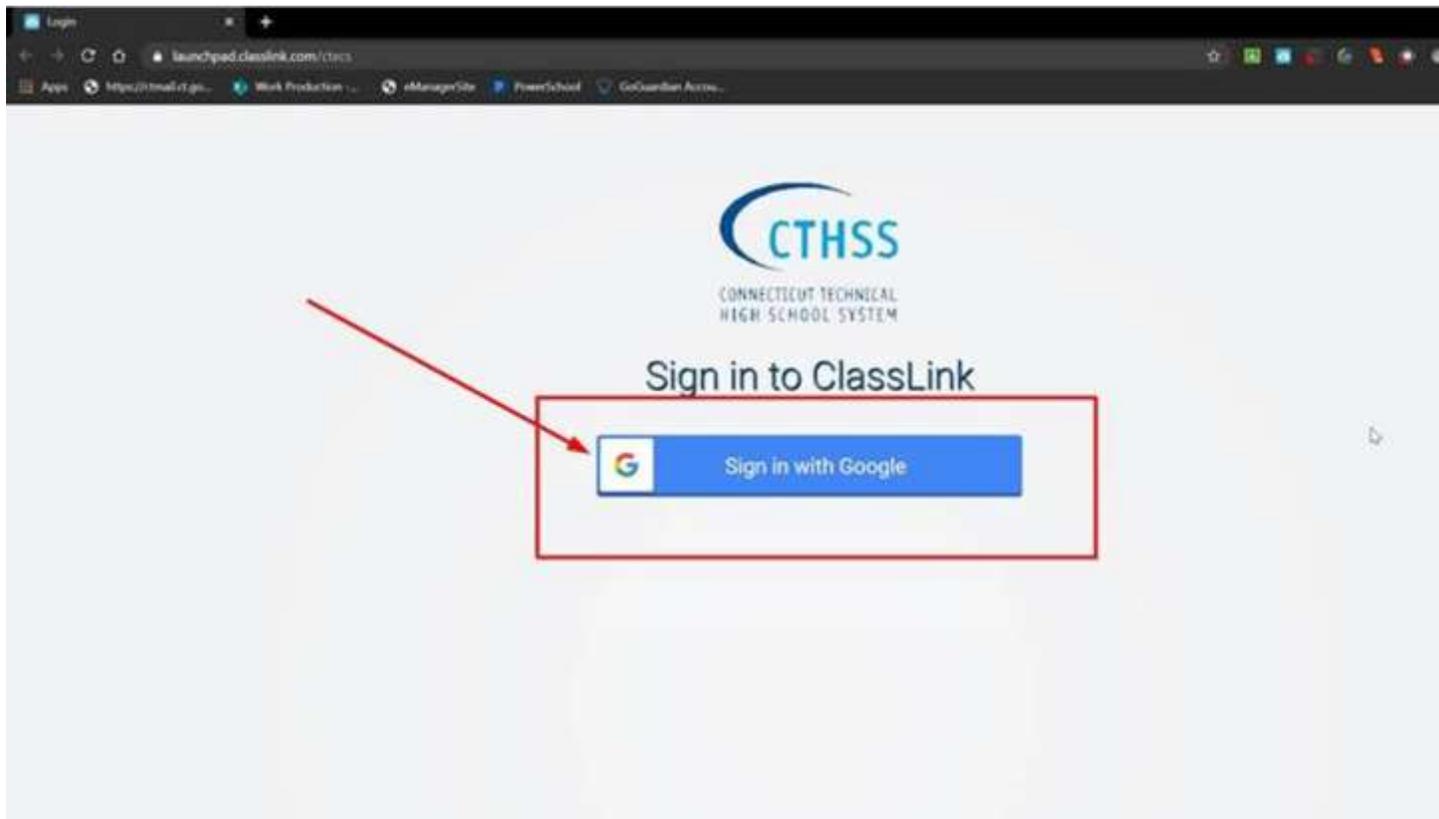
Hi CTECS students.

The CTECS Technology Services Team will be activating Microsoft licenses for students this weekend.

All students in the district have a firstname.lastname@cttech.org account. Today this is your google/gmail account. During this weekend, all firstname.lastname@cttech.org accounts will be activated into Office 365 (O365, also referred to as Microsoft 365 or M365). This will be the account where all of your emails will now go and will be your official CTECS email address going forward. Any emails sent to that address will go to your O365 account and NOT to your google account. You will not lose the other functionality of your Google account that you have currently, your email will be redirected automatically.

Here is the outline of the student login process to Office 365 via ClassLink:

1. Student launches Google Chrome on their device. If they are logged into the Chrome browser (will be by default on state issued chromebook) this will be their home page and they just need to click the one button on the page (sign in with google) to log into ClassLink:

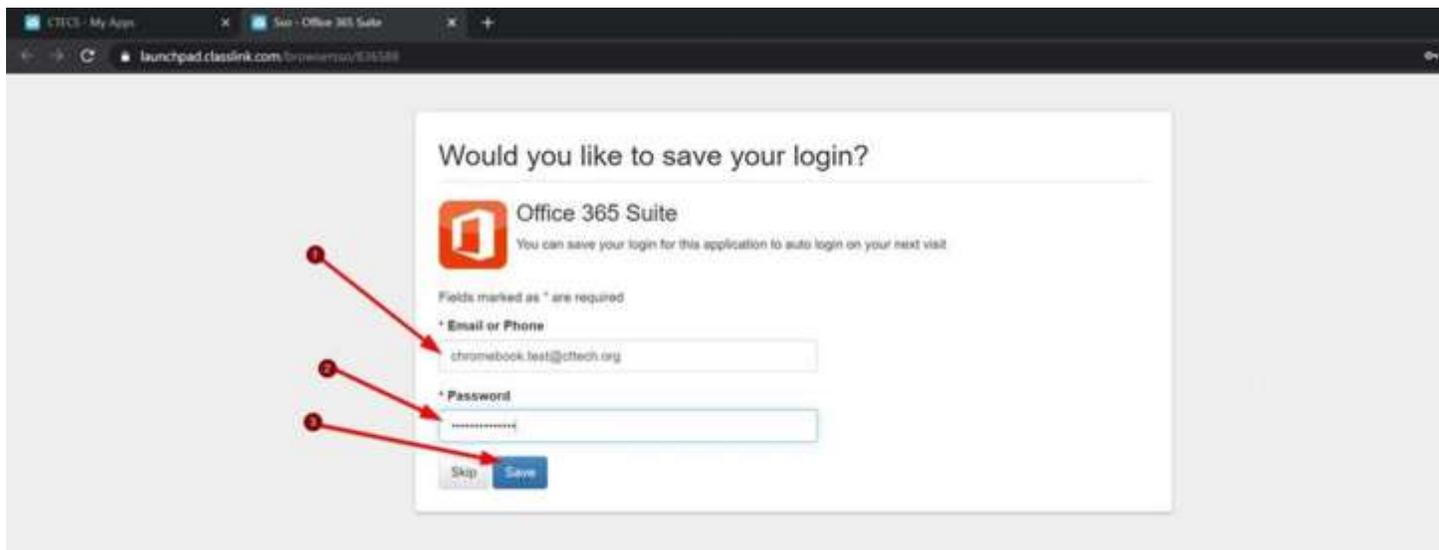


2. Student will then be brought to their ClassLink dashboard. From here they will need to click on the button labeled 'Office 365 Suite'.

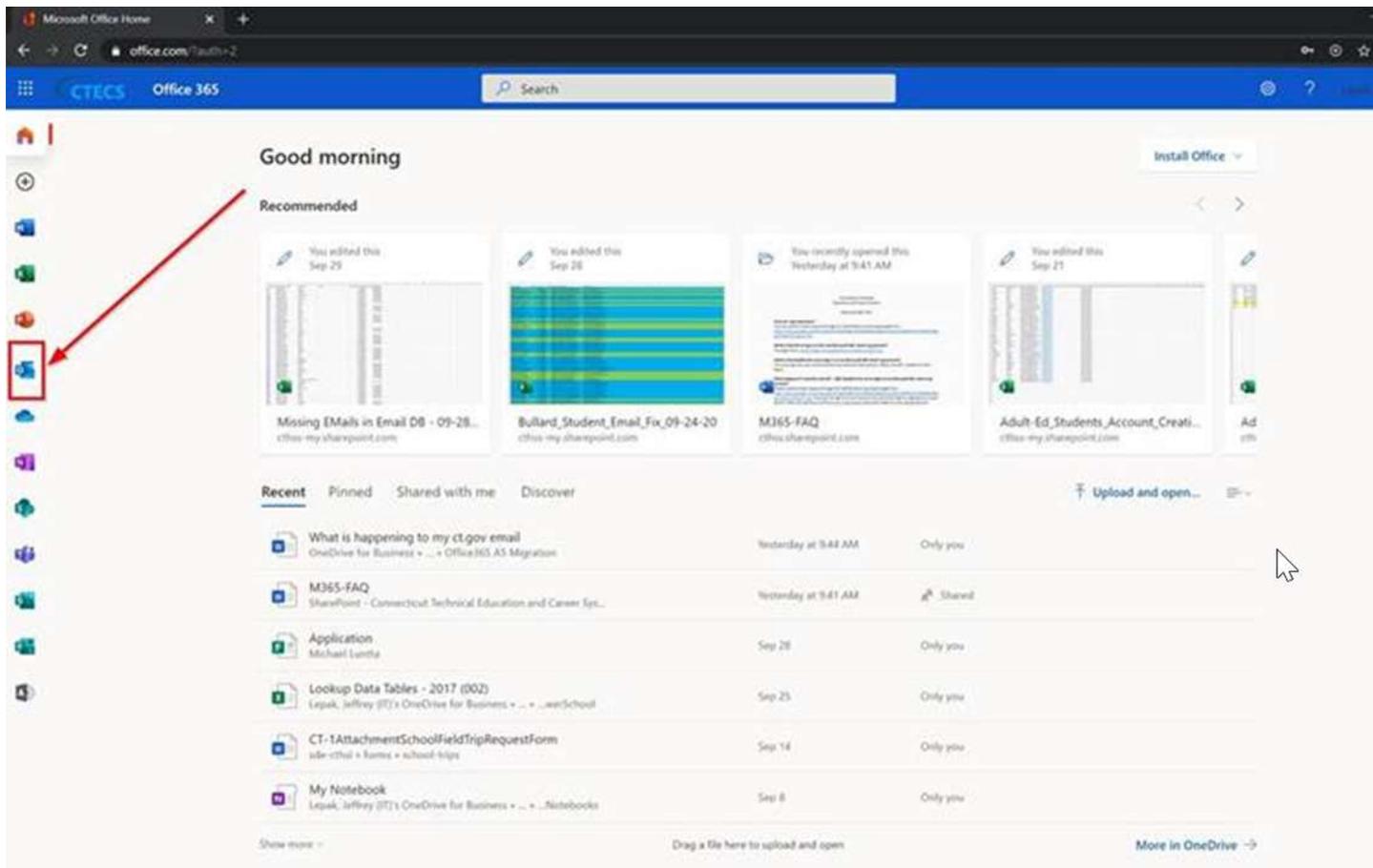


3. This page is where users will be storing their credentials and will only see it on their initial login. On this page they will need to fill out Office 365 email, Office 365 Password and click 'save' :

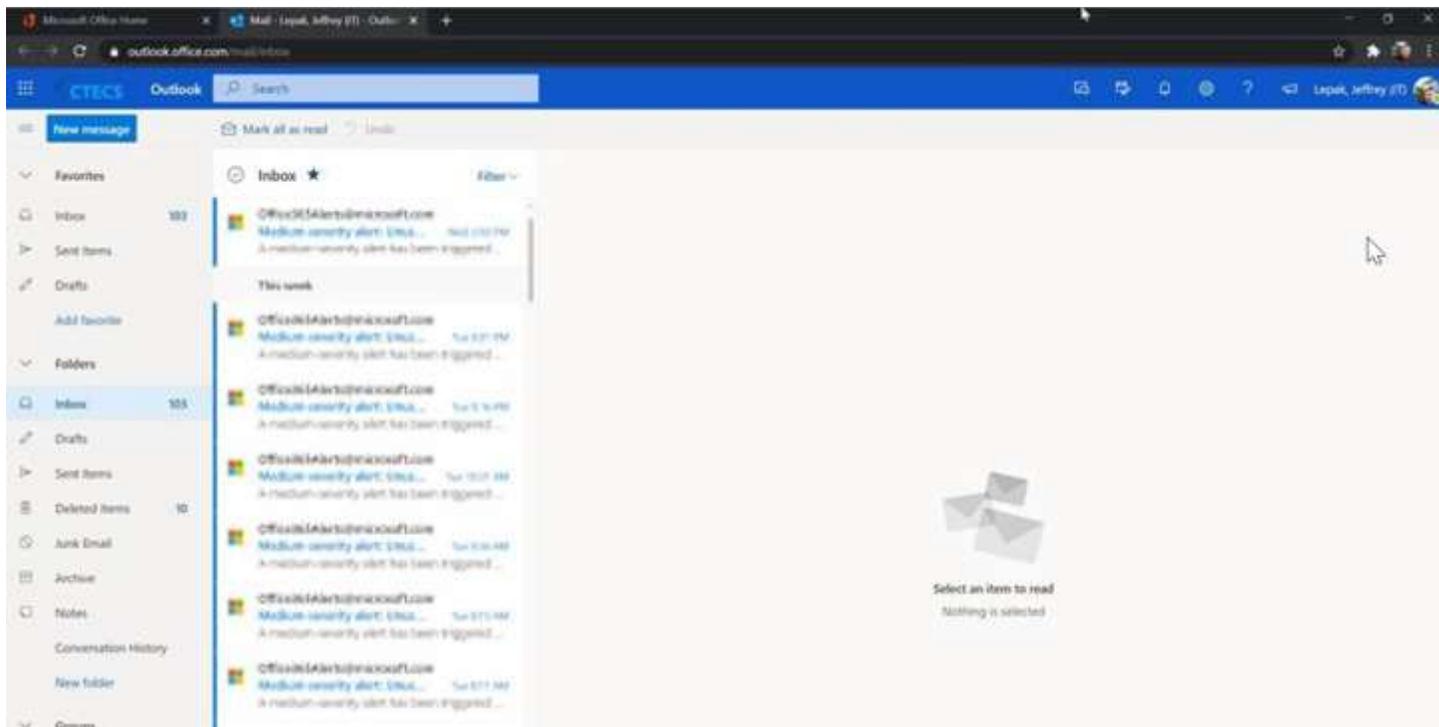
The default password for students if you have not logged into your O365 account previously will be CTECS@Student!



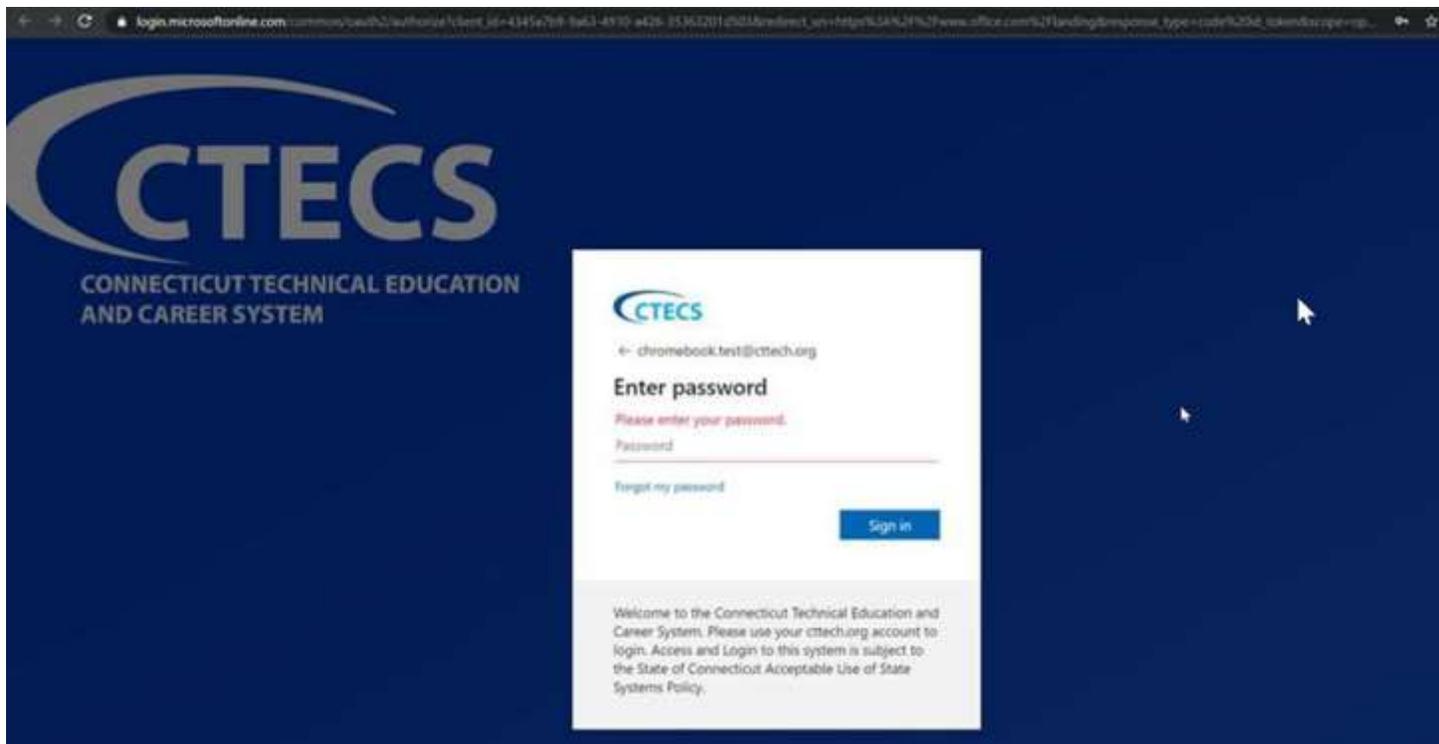
4. The student will then be brought to their Office 365 home page www.office.com. From here they will need to click the Outlook icon on the left hand side of the screen.



5. This will then open their Office 365 Outlook page and they will be able to use their email.



6. Please note that if a user has their OFFICE 365 password changed they will be met with this screen after clicking the 'Office 365 Suite' button within ClassLink. When this does happen all the user needs to do is enter their NEW Office 365 password and click 'sign in'. They will then be brought to the Office 365 dashboard, pictured above in step 4, and ClassLink will cache the new password for subsequent logins.



So to summarize, you will only need to perform steps 1-5 for your very first login to Office 365 via ClassLink. Once the initial login to Office 365 via ClassLink has been completed you will only need to perform steps 1, 2 & 4 to access your email; for a total of 3 clicks and no password/username entry.

If you are having technical issues, please submit a help request here:

https://docs.google.com/forms/d/e/1FAIpQLSd94y_w6k4Zz-JMSul8ndymKsVAIICbz3-dASQAGbrrT1z3NA/viewform?usp=sf_link

Thanks,

Jim & Technology Services Team