
OFFICE OF THE SUPERINTENDENT

TO: ALL FACULTY AND STAFF

FROM: W. CRANKSHAW

SUBJECT: HOW TO ACCESS MICROSOFT OUTLOOK EMAIL

DATE: AUGUST 10, 2020

CC: M. SCHUERMAN, J. SMITH, A. KUKENBERGER, A. MECCARIELLO, T. DURKEE, K. KELLY

The District has now moved fully from G-mail to Microsoft Outlook. Therefore, Faculty and Staff have a new way to access their district email accounts. Below is information about how to access your district email account. Also below is information about the new features Faculty and Staff access to.

TRAININGS for FACULTY and STAFF on MICROSOFT OUTLOOK

Two in-person trainings for Microsoft Outlook will be available for all CCSD faculty and staff:

- **Training #1 -**
 - 11:30-12:30 on Tuesday, August 11 – JSHS, room 117
 - ✓ This training is open to all faculty and staff. Please be aware that physical distancing and wearing masks will be required. Space is limited.
 - ✓ Please be prepared to sign in at the main entrance of the JSHS using the COVID-19 screening protocol provided.
 - You may bring your own device, but we can also provide a school device for your use. Please note: *Wifi is somewhat in transition, but we have found ways in which to “get around” the challenges of connection to Wifi. Supports are on staff through our IT department to assist.*

- **Training #2**
 - 11:30-12:30 on Tuesday, August 18th (please see above)

- Other trainings will be available, perhaps, in the future – and certainly during one of our Superintendent’s Conference days, but please refer to this memorandum for directions for how to access Microsoft Outlook email (*directions provided below*)

ACCESS MICROSOFT OUTLOOK

REMINDERS of the WORK COMPLETED (“migration”)

- Email has been switched from Gmail to Outlook. Gmail for professional use has been disabled. All saved emails have been moved to Outlook.
- Your email and user name is the same as before; they haven’t changed. If your password doesn’t work. Please contact the SCRIC Service Desk at (607) 766-3800. A service desk representative will help you access your account.
- Office 365 is the suite of products that carry Microsoft Outlook and Microsoft Teams, and Microsoft Outlook Teams, for example, and has been made available to everyone through the “MyApps” link placed on the district’s webpage (www.cooperstowncs.org)
- Simply sign into your Office 365 account through “MyApps” to access your free installer. This information is below:

HOW TO ACCESS YOUR EMAIL

1. Click on the link below, this will take you to the Cooperstown’s Central Schools “MyApps” page. This is also located on the district’s website, www.cooperstowncs.org.

myapps.cooperstowncs.org

2. Log into MyApps with your regular district email address and password.
3. Once logged in, click on the Office 365 Mail icon.



HOW TO INSTALL MICROSOFT OFFICE 365 on a PERSONAL DEVICE

(cell phone, computer, etc.)

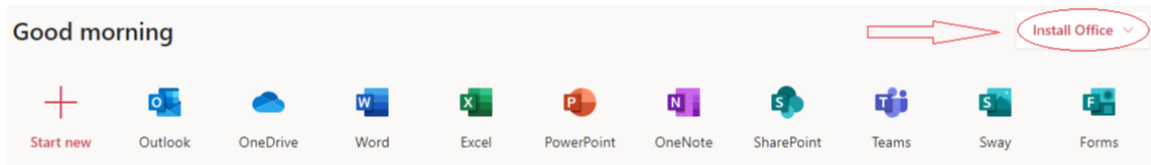
1. Click on the link below, this will take you to the Cooperstown’s Central Schools “MyApps” page. This is also located on the district’s website myapps.cooperstowncs.org

2. Log into MyApps with your district email address and password
3. Once logged in click on the Office 365 icon



4. The page that will load is Office 365. Look at the top. There is a list of different Microsoft Office products you use every day, like Word, Excel, PowerPoint, etc. You can click one of those and use the application.

5. To install Office on your computer instead of use it online, click the "Install Office Apps" button on the top-right of the screen. It will download a setup file that you can launch to install Office.



6. At the end of the installation, it will ask you for your school e-mail.

PLEASE NOTE: You must log into your work email account in order to use this software on your home computer.