



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

Title – Location

1. SYSTEM LOG-IN: OFFICE 365 (E-MAIL)

You are provided an email address for educational use *only*. You can access it by opening a web browser, and typing the following in the address bar: <https://portal.office.com>


- User name: **firstname.lastname@dcsms.org**
 - Temporary password: 
 - Click the **Sign in** button.
 - Enter the old password (***This is the temporary password again***). Type your **NEW password**, and then again in the **confirm NEW password** box.
- ** It cannot contain part of your user name. Your NEW password must contain a combination of at least 8 characters: upper-case letters, lower-case letters, numbers and/or symbols. ****
- Click on **Outlook** to access your e-mail. When prompted, set your time zone to **(UTC-06:00) CENTRAL TIME (US & CANADA)** and click **SAVE**.

Scan the QR code with your phone or tablet to access instructional videos and documents to assist you in using the Office 365 suite of online apps.



2. DISTRICT LOG-IN: COMPUTER/WI-FI

This username/password combination is used to log-in to school computers, access the wi-fi DCS_RADIUS, and to release print jobs from the copiers (your KRONOS number will be the PIN once it is available).

- User name: **firstname.lastname**
- Temporary password: 
- Click the → at the end of the password field.
- Click "OK" to confirm that you want to change the password.
- Enter the old password (***This is the temporary password again***). Type your **NEW password**, and then again in **confirm NEW password** box.

**** It cannot contain part of your user name. Your NEW password must contain a combination of at least 8 characters: upper-case letters, lower-case letters, numbers and/or symbols. ****

If you have any questions, please do not hesitate to call me at 662.449.7297, or email me at jen.marshall@dcsms.org.

Jen Marshall
E-Mail Administrator