



DeSoto County Schools

5 EAST SOUTH STREET • HERNANDO, MISSISSIPPI 38632
662-429-5271 • FAX 662-429-4198 • WEBSITE: WWW.DESOTOCOUNTYSCHOOLS.ORG

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"EXCELLENCE IS A COMMITMENT"

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NEW E-MAIL SYSTEM

You have been provided with an email address for educational use only. Your email address will be `firstname.lastname@dcsms.org`. Below, are the steps to access your email account:

1. Go to the Office365 website: <https://portal.microsoftonline.com> or on the DCS Quick Launch page, it is the first link in the list.
2. In the username box, type: **firstname.lastname@dcsms.org**
3. In the password box, type: **The temporary password you are given**
4. Click the **Sign in** button.
5. Enter the old password (***This is the temporary password again.***)

** You must now change your password. It must contain a combination of at least 8 characters: upper-case letters, lower-case letters, and numbers. **

6. Type your **NEW password and then again to confirm**. Please note that it will NOT let you click **SAVE** until you have a GREEN bar for a Secure Password.
7. Change your time zone to **(UTC-06:00) CENTRAL TIME (US & CANADA)** and click **SAVE**.

We recommend you watch the videos entitled "Welcome to Office 365" and "Get Started with Office 365" before you begin using your account.

Outlook: Click here to access your e-mails.

Compose: Click the + **NEW MAIL** option at the top left corner of your screen. In the TO: field, begin typing the person's name and click enter to search the directory/contacts.

Group E-Mail: In the TO: field type in the **SCHOOL INITIALS@dcsms.org**.

Lync: The Office 365 Instant Messenger is enabled. When it is active, you should see a colored square just to the left of your name in the upper, right-hand corner of Office 365. Clicking on your name will reveal your status settings. If the colored square is grey, click your name and then Sign in to IM.

SkyDrive: It will be set up for you after you click to open it the first time. Initially, it will show a message like "almost ready". This means it has begun setting up your SkyDrive and it will be accessible within 24 hours.

Log Out: Click your **display name** in the upper right-hand corner and select **Sign out**.

Phone Set-Up: On the DCS Quick Launch Page, at the bottom click Tech Documents. Or click the following link for Microsoft help [set up the device to synchronize with Microsoft Exchange](#) for all other devices.

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

Sincerely,
Jen Marshall
E-Mail Administrator
DeSoto County Schools