

Appropriate Email Usage

- Email communication with teachers and classmates pertaining to classes
- Communication with guidance counselors, coaches, and club sponsors
- Communication with Colleges and Universities
- Once active, email accounts are active until you leave the system or graduate. *(You will have access in the summer)*

How to use Outlook in Office 365

- Google Chrome is the preferred browser.
- Scan the QR code to download the official email instruction module.



Sync iPhone



Sync Android



Or you can download the Outlook App

RCS Policy Manual References

- 4.406 Use of the Internet - Students. Pages 53-56 of the Student Handbook and Code of Behavior and Discipline governs student use of the internet, internet safety measures and email. You can download the handbook here.



- ADM 2-6 Student Access to Networked Information Resources (pages 56-58 of the Student handbook)



[FREE Microsoft Office, Cloud Storage, Email, Calendars and More](#)

Student Accounts

Login: Same as the computer login
username@student.rcshools.net

- Important: *When you sign into the computer, you are also signing into your email account.*

It is extremely important that you:

- * Always *log off* when you have finished using the computer
- * Never give anyone your account information.

If you forget to sign off or give your account information to someone, they could use your account, and you would face the consequences of their actions.

Corporate Email Account

- Your RCS account is a corporate email account, not a personal email account.
- *It is not private* and can be accessed by school officials at any time.

Disciplinary Action

- Inappropriate use of email will result in disciplinary action.
- Your accounts are filtered for inappropriate words, content, and topics

Flagged messages are sent to the district office and the school administrator, but will not be delivered to the recipient and are subject to disciplinary action.

- **Profile pictures can be changed, but they must be appropriate.** This is not your Twitter or Facebook account.

You will face disciplinary action for inappropriate profile pictures.

- **Disciplinary action will be taken for documents in your OneDrive account that do not pertain to school or class work.**

Items such as music, pictures and video that do not relate to your classes are examples of inappropriate OneDrive content.

If you receive emails that are inappropriate, look like spam, or make you feel uncomfortable forward them to help@rcschools.net

Office 365 Important Features

Calendar

- Create appointments to remind you of important dates for your classes.
- Teachers can share appointments and calendars with you and attach files to those appointments.

Tasks

- Create a To Do List in Office 365 to help you keep track of classwork and projects that need to be turned in.

OneDrive

- Safely store all your files in the cloud. You can access them at school and at home.
- You can edit Word, PowerPoint, and Excel Files online from home and school.
- OneNote allows you take notes using an iPad, your laptop or a desktop computer.
- There is no need to save as all files are saved instantly as they are edited.

Office 365 Collaboration

- Office 365 allows you to collaborate with classmates and your teachers.
- Files can be shared with different people so that your teachers can share PowerPoints and other files that you can view on the internet.
- You can turn work in through your email simply by sharing files with them.
- Teachers can comment on your submissions and provide feedback.