

# SVGS EMAIL and MICROSOFT OFFICE

## ABOUT

SVGS uses Microsoft Office Outlook as the school email. With an SVGS email account, students have a free license for a Microsoft Office download that can be installed on their personal computer while they are enrolled and their email accounts are active.

## STEP 1: ACCOUNT INFORMATION

Each student will receive a letter via mail and email with your individual account credentials.

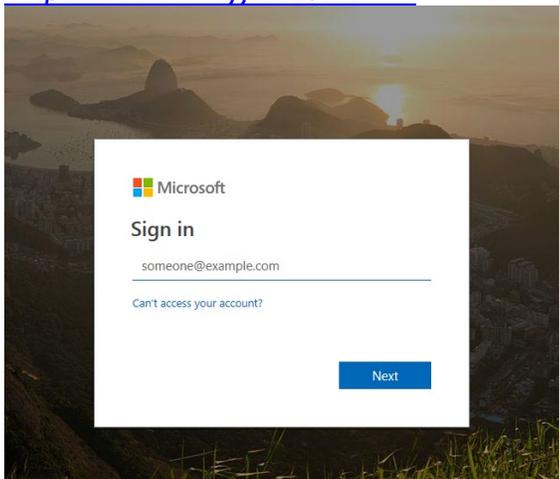
NOTE: SVGS email account information was emailed to students and cc'ed to parents earlier in the same. If you have already set up your account, you are done! Do not try to reset your account.

## STEP 2: ACTIVATE EMAIL ACCOUNT

Once receiving the email or letter with your account credentials, follow the instructions below to set-up your account.

→ From a computer, use a web browser and go to the link below or to the SVGS website under STUDENT>Email:

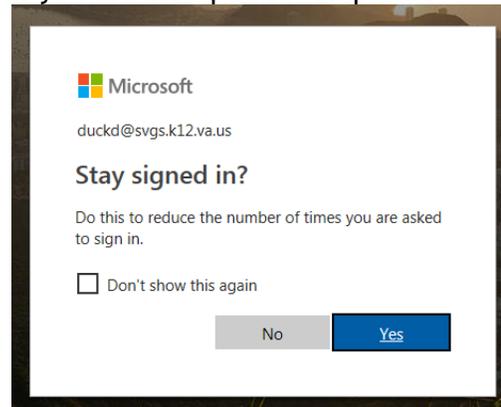
<http://outlook.office365.com/>



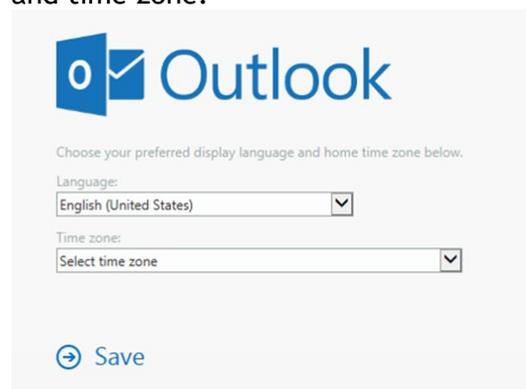
→ Enter your user/login ID provided to you in the letter or email to sign in. Your user

name will be your entire email address ( i.e. [potterh@svgs.k12.va.us](mailto:potterh@svgs.k12.va.us))

- Enter the randomly generated password provided to you. You will not be able to change your password until you are on-site at SVGS. *Please be sure to save/remember your password.*
- You will be asked if you want to stay signed in so you do not have to enter your credentials each time. If you are on a private computer that you will mostly use, you may wish to click yes. Do NOT click yes if you are on a public computer.



- You will then be asked to select a language and time zone.



→ You will then be asked for “More Information” to setup secondary access to

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your account should you need to change/reset your password. THIS IS IMPORTANT for you to be able to access your account if you forget your password.

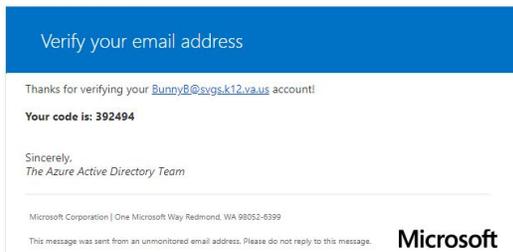
don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we secure. You'll need to set up at least 1 of the options below.

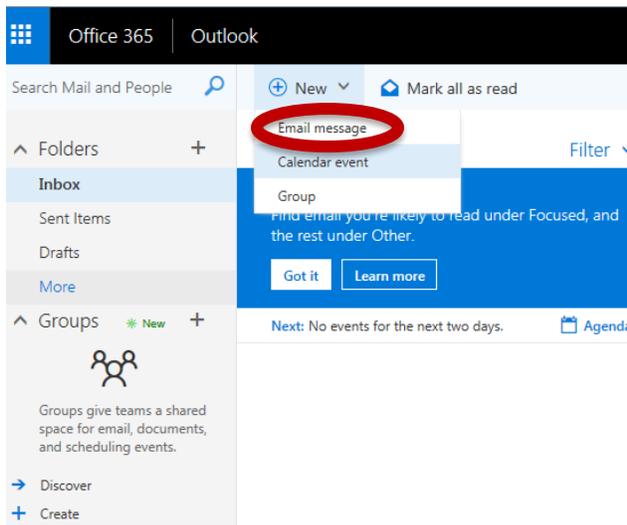
! Authentication Phone is not configured. Set it up now

! Authentication Email is not configured. Set it up now

Once you set up your authentication method, you will be sent a code and asked to verify your account.



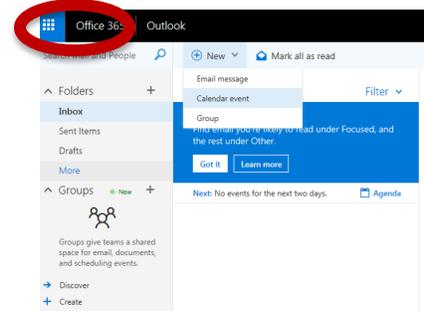
To create an email message, click on “new”



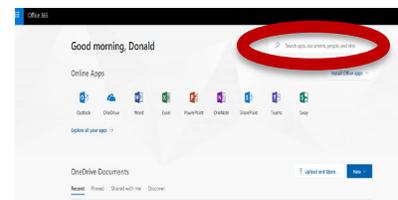
## STEP 3: INSTALLING MICROSOFT OFFICE ON YOUR COMPUTER (Optional)

Once you have activated your email account, you may wish to take advantage of the free Microsoft Office download to install on your computer. This is not required but provides you access to Microsoft Office applications (i.e. Word, EXCEL, Powerpoint) without purchasing an additional license.

→ Click on the text “Office 365” on the top left of your screen in the black header bar.



→ On the top right side of the screen, click on “Install Office Apps” and select “Office 16”.



→ Follow the instructions given to install Microsoft Office on your machine.

