



Microsoft 365



Robertson County Schools provides Microsoft Office 365 accounts to all staff and students in grades K-12. While all users have access to the Office Suite tools, the availability of specific apps for students, such as Outlook (School email), varies depending on grade level.

Staff and students can conveniently access their Office 365 accounts through the ClassLink dashboard for seamless integration with all available tools. If the ClassLink website is unavailable, users can also log in directly by visiting the website “portal.office.com”

Staff and Grade Level	365 Office Suite (Word, Excel, Powerpoint etc.)	Outlook (RCS Email)	Access Options
Classified Staff			ClassLink Dashboard or portal.office.com
Certified Staff			ClassLink Dashboard or portal.office.com
RCS Student K-4th Grade			ClassLink Dashboard or portal.office.com
RCS Student 5-12th Grade			ClassLink Dashboard or portal.office.com

Credentials for logging in from the portal.office.com site:

- Staff: Full Email Address (@rcstn.net)
- Students: Full Email Address (@k12.rcstn.net)
- The password for portal.office.com and Classlink will be the same

For further assistance, call the RCS Technology Help Desk at 615-382-4685