

Microsoft Outlook

Setting Up Your School Email



Welcome to Outlook

Your school email is moving to Microsoft Outlook.

Starting this school year, everyone at New Hanover County Schools uses Outlook for email. We do not use Gmail for school email anymore.

Please NOTE the following:

- Your email address stays the same.
- You can still access and use Google Drive, Docs, and Slides.

This guide walks you through four quick setup steps. It takes about five minutes.



Before You Start

Here is what you need:

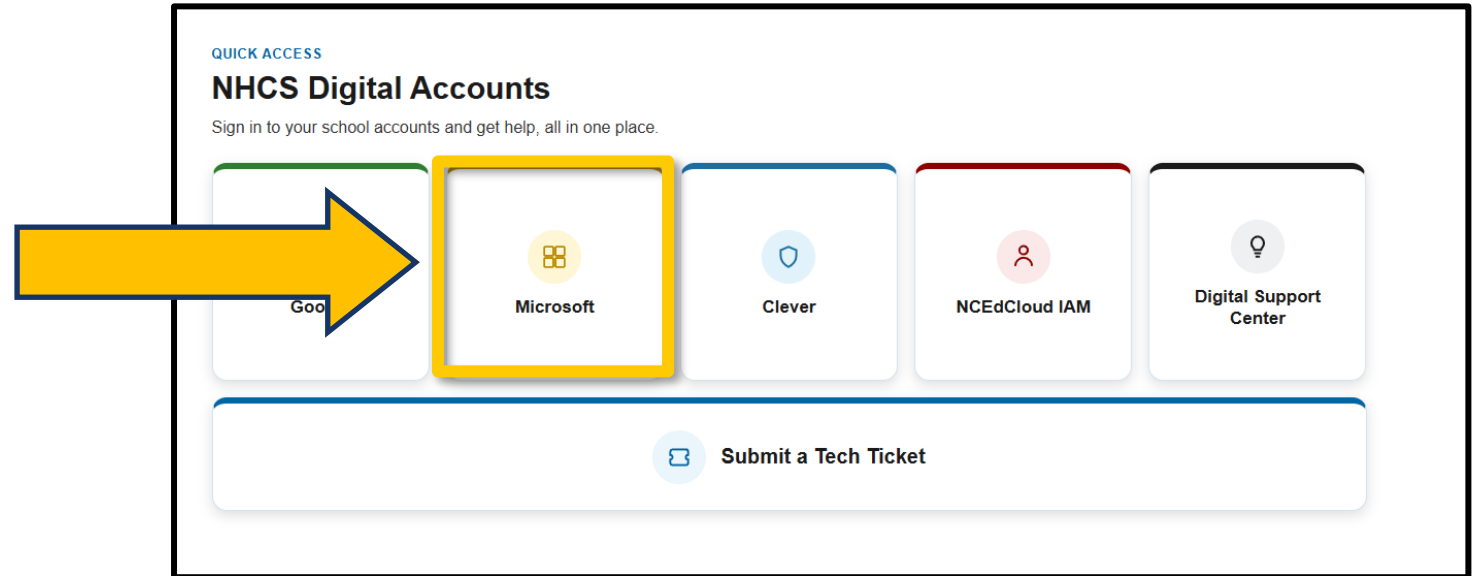
- A computer with internet
- Your NHCS email address
- Your school password, the same one you use to log into the computer at school
- About five minutes

Tip: Do these steps on a computer first. If you want the Outlook app on your phone, you can set up your phone later.



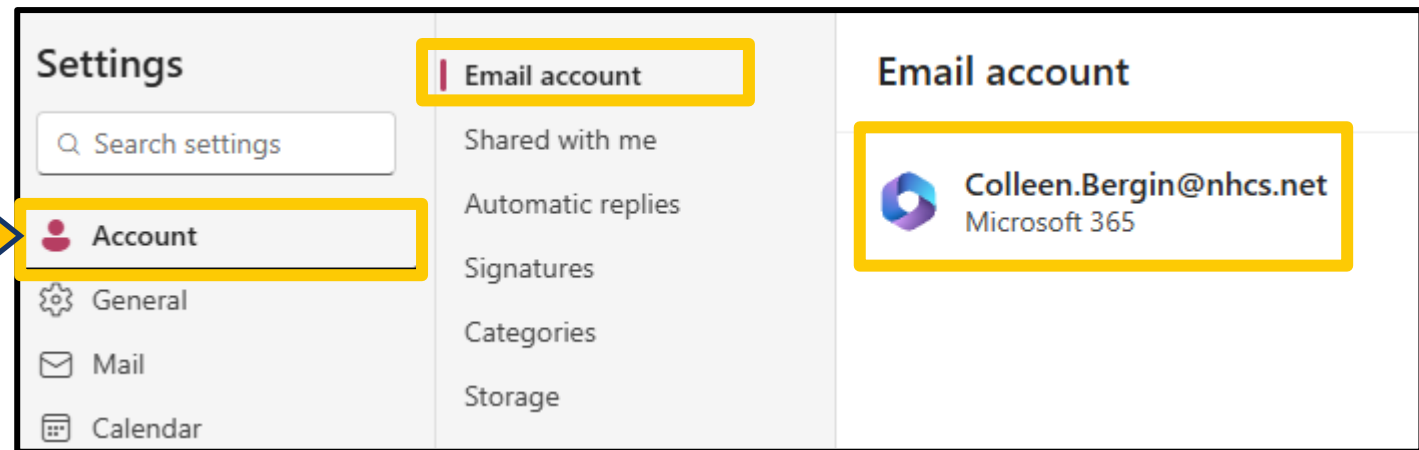
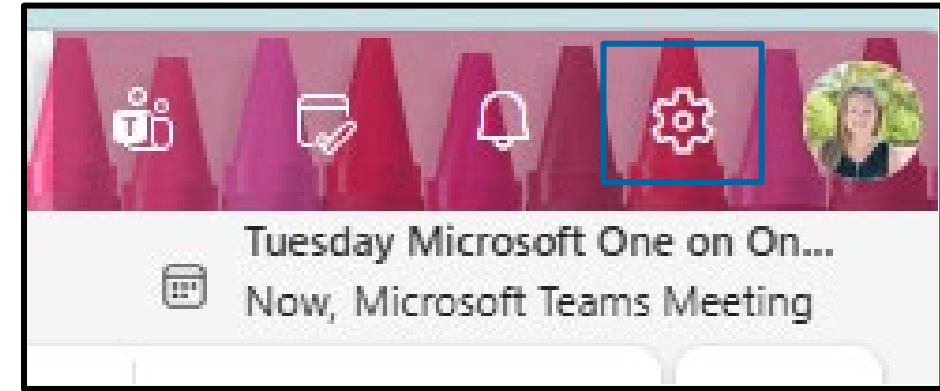
Open Outlook

1. Open a web browser like Google Chrome or Microsoft Edge
2. It should open to the NHCS Digital Accounts page.
3. Click the Microsoft box.
4. Your inbox opens. You are in your Outlook Email. (If you have never signed in it may require you to sign in using these credentials.)
 - **Username:**
first.lastname@student.nhcs.net
 - **Password:** Computer password.
You are now in Outlook.



Check Your Email Account

1. In Outlook, click the **settings** icon, the little gear, in the top right corner.
2. Click **Account**, then click **Email account**.
3. Check that it shows your email address and the words **Microsoft 365**.

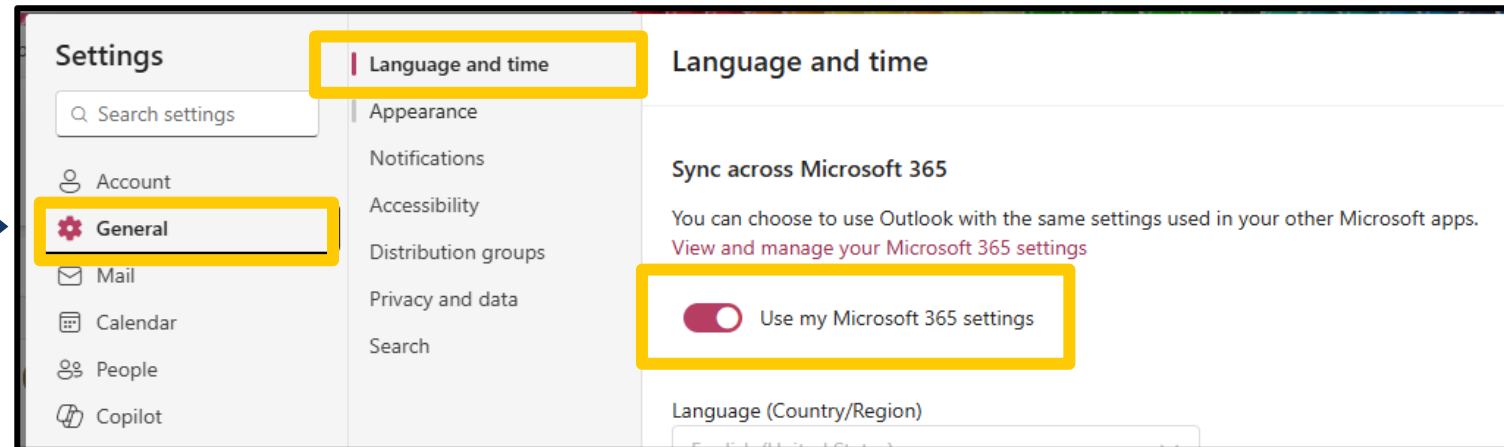
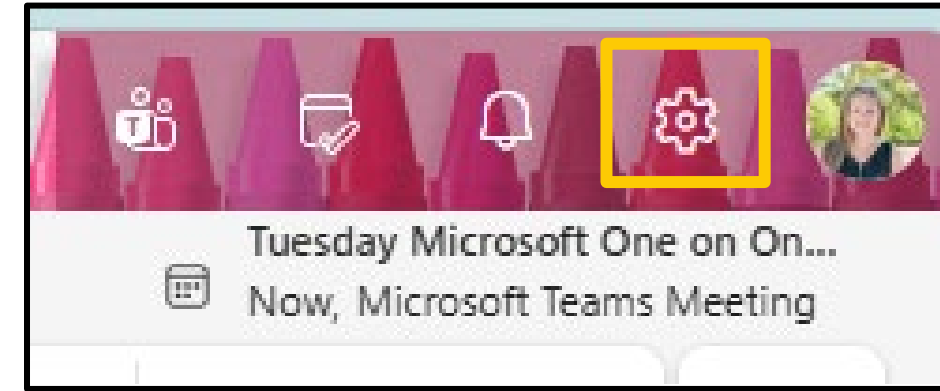


Does it say something other than Microsoft 365? Tell your teacher so they can help!



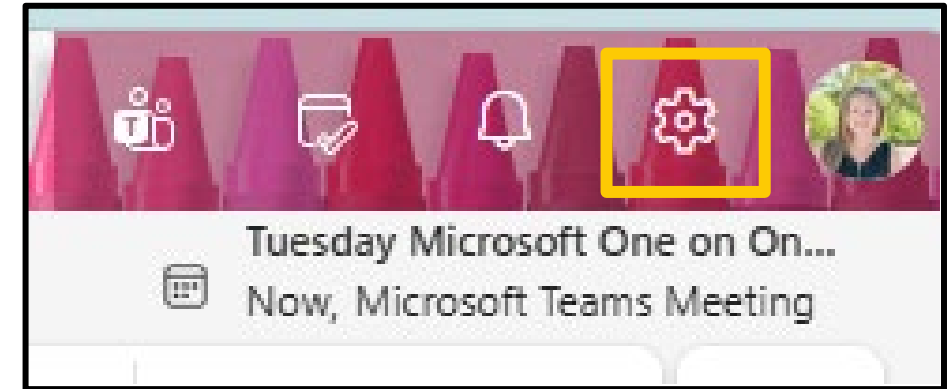
Turn On 365 Sync

1. In Outlook, click the **settings** icon, the little gear, in the top right corner.
2. Click **General**, then click **Language and time**.
3. Turn on **Use my Microsoft 365 settings**.
4. Click **Sync settings**.
5. Close Outlook, then open it again.

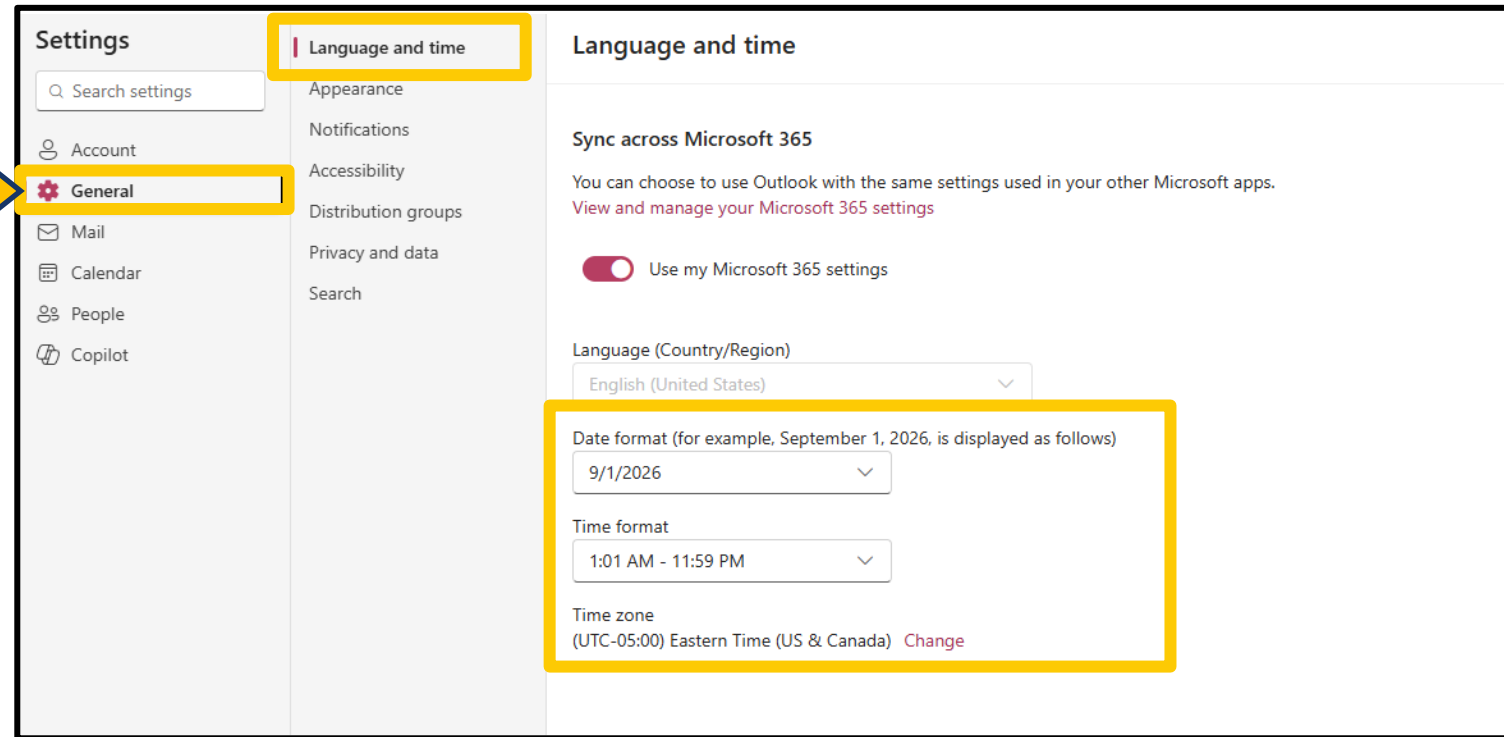


Check the Date and Time

1. In Outlook, click the **settings** icon, the little gear, in the top right corner.



2. Click **General**, then click **Language and time**.



Need Help?

Something not working? No problem. Here is what to do.

- **Your account does not say Microsoft 365:** Tell your teacher or your school media coordinator.
- **You cannot sign in:** Ask your teacher for help.
- **A setting will not save:** Close the browser, open it again, and try one more time.
- **Still stuck:** Ask your teacher to submit a tech ticket in One-to-One Plus.

Remember: your password is yours only. Never share it, even with a friend.



You Are All Set!

Here is what you just set up:

- You can open Outlook from the Microsoft box.
- Your account says Microsoft 365.
- 365 Sync is turned on.
- Your date and time look right.

