How to access your RCS Office 365 email account

All queries relating to school email will be dealt with in August.

Open up Google search engine and type in **Office365 Login – click on the 'log in' link**

Your username is **2020firstnamesurname@ramsgrangecommunityschool.ie**

e.g. my name is Rachel O Connor so my email address would be
2020racheloconnor@ramsgrangecommunityschool.ie

Your default password is Welcome123 (with a capital W)

You will be asked to change this password when you first log in **– Please make sure that your password is SAFE and easy to remember.** Please make sure that a Parent/Guardian knows this password. This email account is for school business only and nothing private will be shared.

 When you access your account for the first time Microsoft will go through some steps to set it up. Please click on Next until this process is complete. Then you should be ready to go.

We will show you how to use the different features including SharePoint when you join us in August. For now, it is just important that you can access your emails as we will send you some information in late August before we begin school.

Please familiarise yourself with the school's **Acceptable Use Policy (AUP)** available on the school website**.**

Any student that logs into their school email account does so with the following understanding:

I understand that the school email account assigned to me is for school purposes only.

I will not use my school email account for anything other than school related tasks.

I understand that the account can be monitored and/or deleted by the school Principal at any stage.

Thank you,

Rachel O' Connor,

Principal.

Important Note: Our records are as up to date as they can be. If you do NOT have a child starting in RCS in August please let me know so I can remove you from our email list – thank you! rachel.oconnor@ramsgrangecommunityschool.ie