



Office 365 Outlook Instructions

To access your email from the internet, please use one of the following methods to bring up an office 365 login page.

Go to www.marietta-city.org

Click on STAFF Button, Scroll down, click on Employee Email icon.

OR

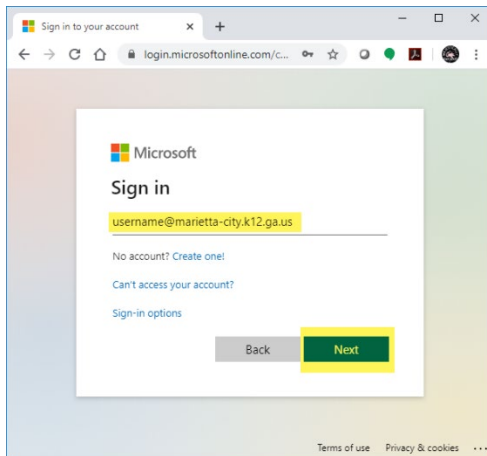
Click on Popular Links (under main picture), select Employee Email.

Go to

www.office.com

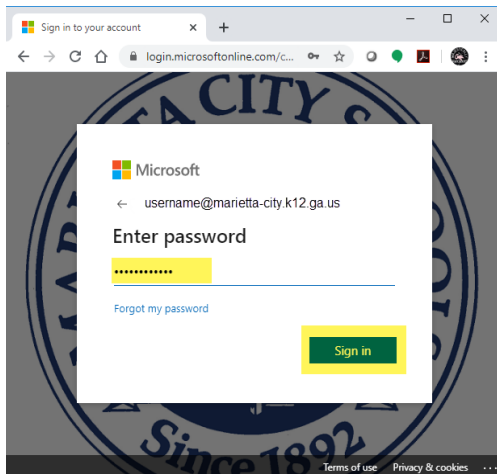
Click on Sign in

OR



At the login screen, enter your full email address then click **Next**.

username@marietta-city.k12.ga.us



Enter your password then click **Sign In**.

Password issues:

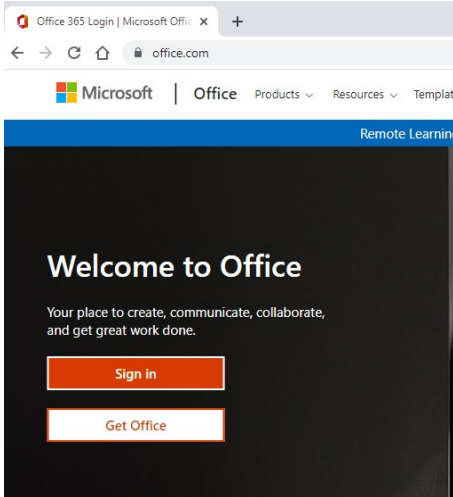
You cannot change your password from Office 365.

If you only use Office 365 for email, you will need to contact your local Technology Support Specialist to change your password. You can also call 678-695-7258 or 770-422-3500 for password assistance.

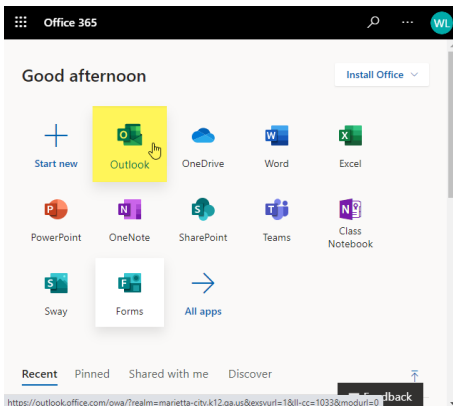
If you have a MCS laptop/computer, change your computer password while connected to the MCS network. **How to:** Login to the computer. Press Ctrl, Alt, Delete on the keyboard. A menu will appear. Select "Change a password". Follow the steps on the screen to change. The new password will update to be your computer, Aspen and Google password.



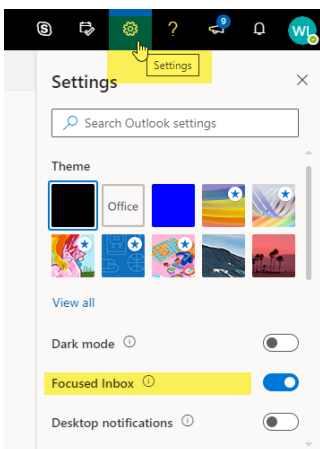
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An additional sign in page may appear. If this occurs, click on the **Sign in** button.



From your home screen, click the **Outlook icon** to open your email.



It is recommended to turn off Focused mailbox setting. Disabling this feature will display all emails in one location on the screen.

- Click the gear icon in the top right of the window.
- On the “Focused Inbox” line, click the slide dot to turn off. The dot is on the left and the box turns white when off.