



Fulton County Schools Email Instructions

Dear SGC Member,

Your fultonschools.org email address is ready for use! We encourage you to check your fultonschools.org email daily and remember that this email account is for School Governance Council work only! All emails sent and received from this account are public record!

You can access your fultonschools.org email using the web address: <http://portal.office.com/>.

Sign in to Office 365

Microsoft Corporation [US] <https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=1431540841&rver=6.4.64!>

Office 365

Sign in with your work or school account

someone@example.com

Password

Keep me signed in

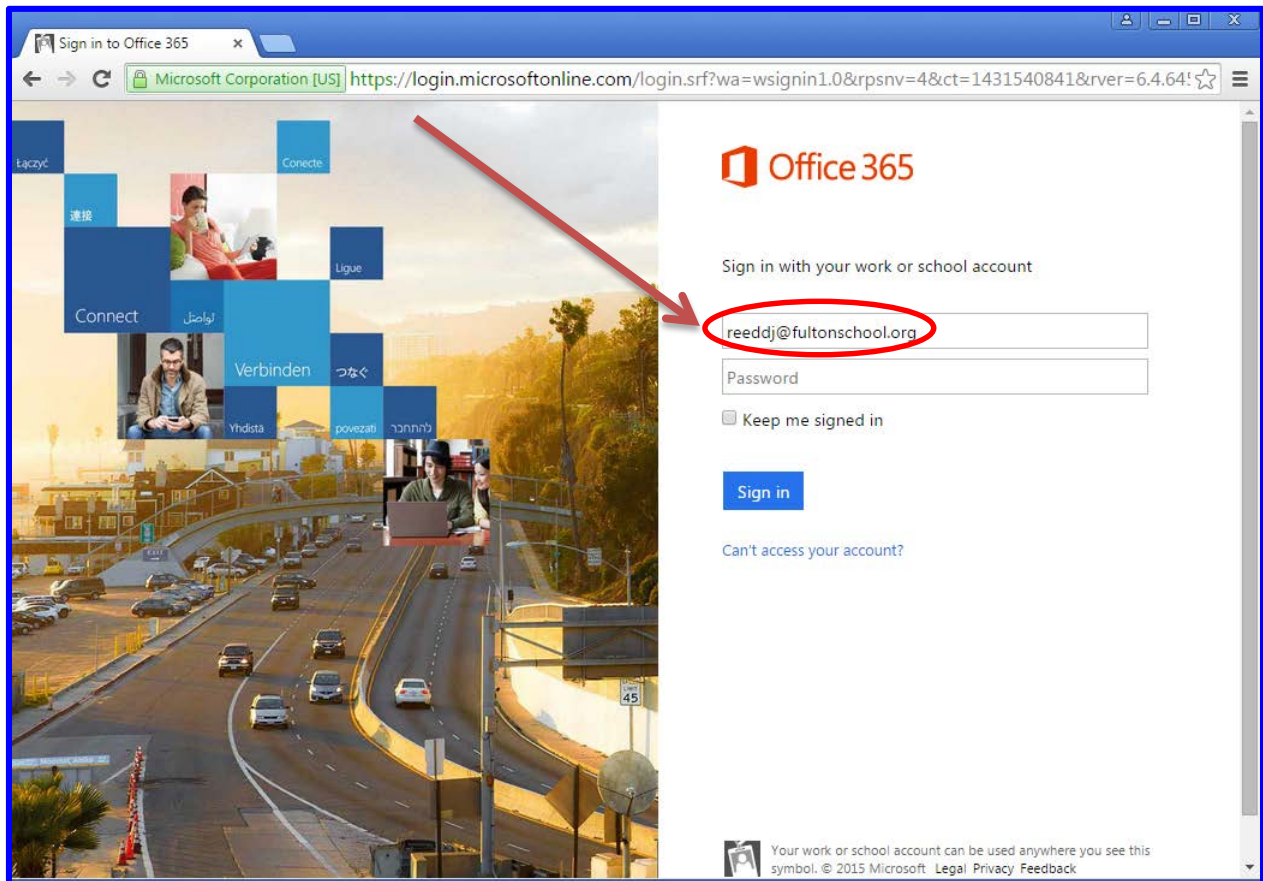
Sign in

[Can't access your account?](#)

Your work or school account can be used anywhere you see this symbol. © 2015 Microsoft. [Legal](#) [Privacy](#) [Feedback](#)

The following information is included to help you get set up and running.

The below screen shot shows an example of how to login to your email account. For example, my email address is reeddj@fultonschools.org and my username is [reeddj](#). The Username is your new email address without @fultonschools.org. See Screenshot below.



Passwords:

You will be prompted to change your password at your first login. Network passwords will expire every 60 days. When your password expires, you will be automatically prompted to change it the next time you logon to your fultonschools.org email.

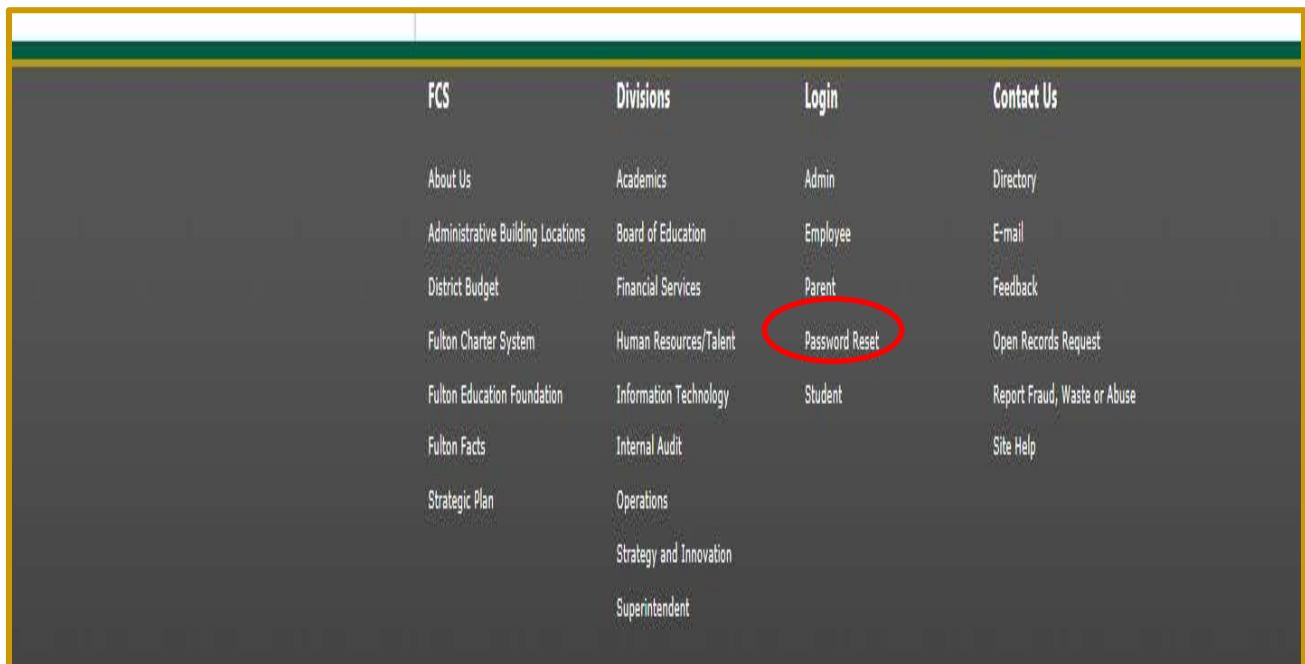
Resetting your Password:

All SGC members need to enroll in self-service password management. This service assists you in the event that you forget your password.

Note: You must enroll in self-service when you first activate your email address.

To enroll in self-service password management:

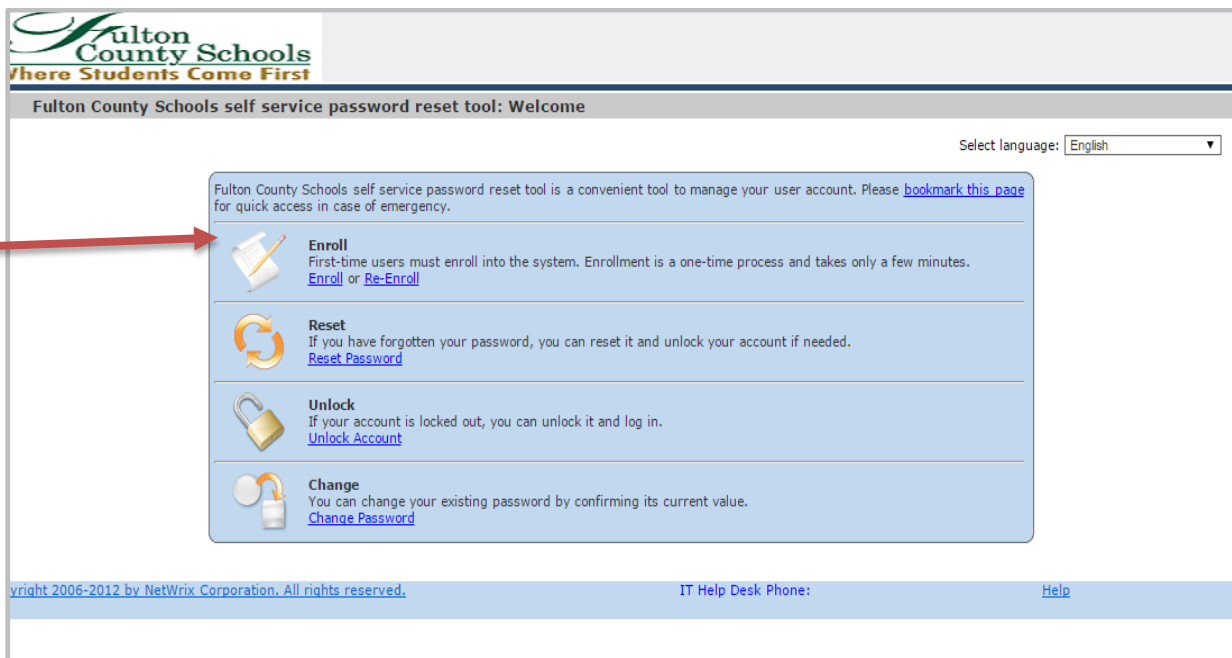
- Go to www.fultonschools.org and click on the Password Reset under Login link at the bottom of the screen



- Select Self Service Password Reset Tool (See screenshots below)



- Click the Enroll link and enter your account name (Username), domain "FCBOE", and your password.



- Click the Next button. You will then be prompted to select and answer a few security questions.

Fulton County Schools
Where Students Come First

Fulton County Schools self service password reset tool: Enrollment - Step 2 of 2

Select language: English

Enroll - Identity Verification Questions

Identity verification questions are used when you need to reset your password or unlock your account. Please follow the tips below to choose reliable, guess-proof answers. A good answer:

- Must not be obvious
- Preferably, no one else must know it.
- Must be at least 1 characters long.

Note: Answers are not case-sensitive.

Hide answers

Question 1: --Select question--

Answer:

Question 2: --Select question--

Answer:

Question 3: --Select question--

Answer:

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- You will receive confirmation once you've successfully enrolled in the system.

Fulton County Schools
Where Students Come First

Fulton County Schools self service password reset tool: Enrollment Successful

Select language: English

Enroll

Congratulations! Your account has been enrolled successfully.

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Smartphone:

Instructions for Setting Up Office 365 Email On Your Android Phone or Tablet.

Below are the directions to set up your new Office 365 email account on your Android phone or tablet.

Please Note – You may need to delete your old email accounts from your phone prior to these directions.

Set up an Office 365 for business Exchange-based email account on an Android

Tap Settings > Accounts > Add Account >Email.

1. Type your full email address, for Username@fultonschools.org, and your password, and then select Next.
2. Select Exchange.

If prompted, accept the defaults on the Exchange server settings page, and select Next. If your device can't connect, enter the following account information, and then select Next:



- a. Domain\Username Type your full email address in this box, for example, Username@fultonschools.org. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.
- b. Password Use the password that you use to access your account.
- c. Exchange Server Use the address of your Exchange server. The server for Office 365 is outlook.office365.com.

As soon as your phone verifies the server settings, the Account Options page displays. Select the options for how you want to receive your mail, and then select Next. If you see an *Activate device administrator?* page, select Activate.

- 3 . Type a name for this account and the name you want displayed when you send e-mail to others.
4. Select Done to complete the email setup and start using your account.

Note: You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.



Instructions for Setting Up Office 365 Email On Your Apple Mobile Devices.

Below are the directions to set up your new Office 365 email account on your Apple Devices.

You will need to remove your profile on your iOS devices (iPhone and iPad) and then add them back.

1. First, remove your current email account. Follow the steps below.
 - a. At your Home screen, tap **Settings**
 - b. Scroll down and tap **Mail, Contacts, Calendars**
 - c. Select **Exchange** (your Fulton County email address will be listed at the top)
 - d. Tap **Delete Account** (in red) from the bottom
 - e. Tap **Delete from my iPhone** to confirm.

2. Second, add Your Exchange Account
 - a. At your Home screen, tap **Settings**
 - b. Scroll down and tap **Mail, Contacts, Calendars**
 - c. Tap **Add Account**
 - d. Tap **Exchange**
 - e. Add your **Fulton County email address (i.e., username@fultonschools.org)**
 - f. Add your **password (portal password)**
 - g. Leave **Description** as is.
 - h. Select **Next**

Your device will locate your Exchange server and connect you. However, if prompted, **outlook.office365.com** is the **server address** to use.

3. Now, Sync your content.
 - a. You can sync your mail, contacts, calendars, reminders and notes by moving the buttons to the right of each content item until they show the color green.
 - b. When finished, tap **Save**
 - c. It will give you the message, **Account Added.**

4. **You're done!**

Troubleshooting:

If you have any problems with your fultonschools.org email address, you may contact the **Fulton County Schools IT Help Desk at 470-254-4357, select option #2.**

Reminders:

You can access email via two different pages anywhere, anytime:

<http://outlook.office365.com/fultonschools.org> or <http://portal.microsoftonline.com>

Your fultonschools.org email address is for School Governance Council work only! All emails sent and received from this account are public record.

As a member of the School Governance Council, it is important that you check your fultonschools.org email daily. The best way to be informed and attuned to the needs of your school community is through accessibility, open dialogue and communication.