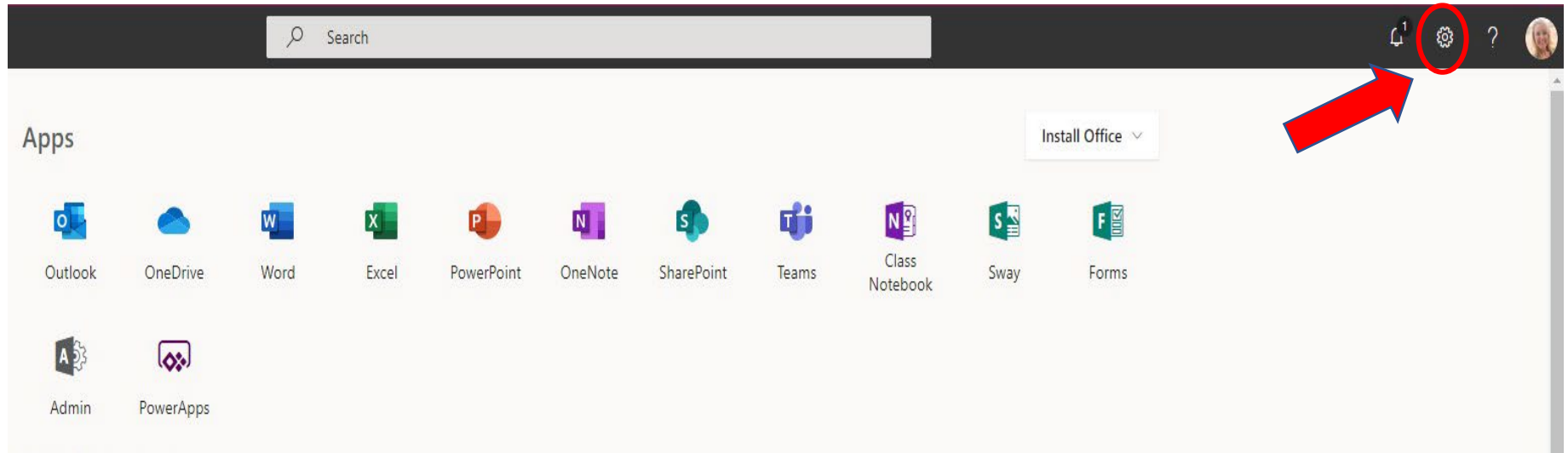


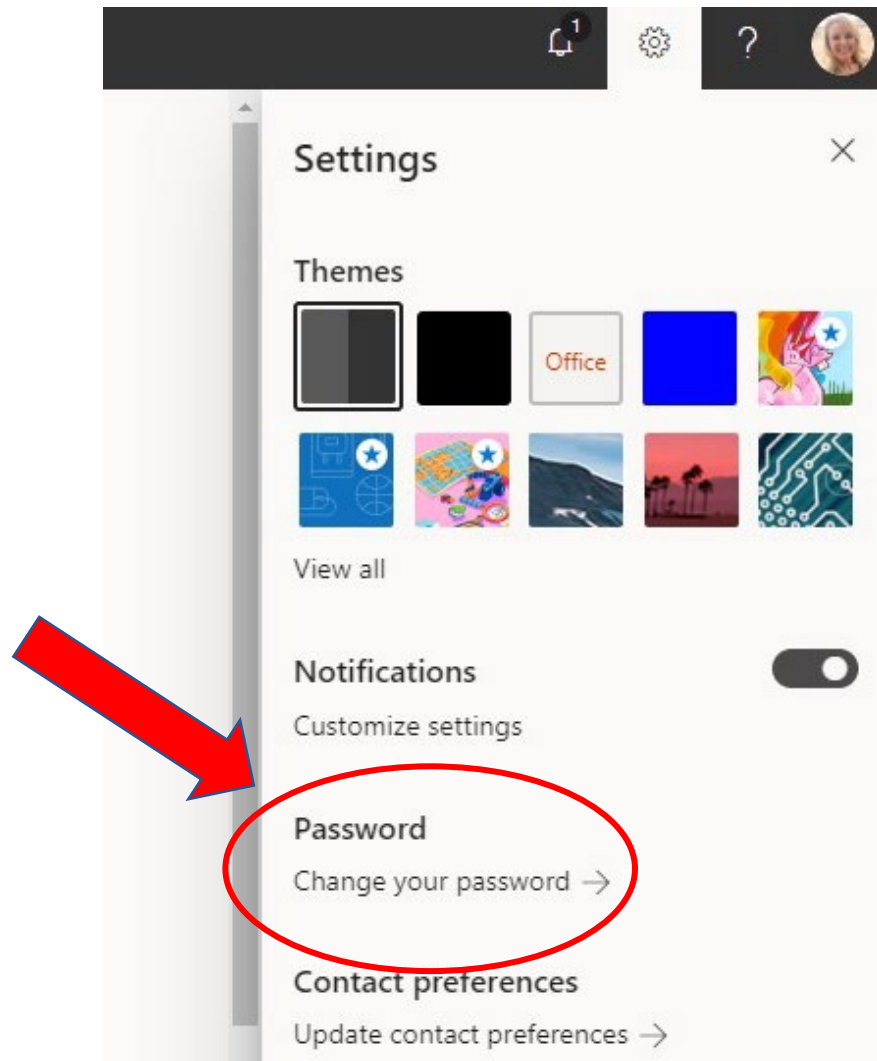
GOOGLE

COMPLETE THE FOLLOWING STEPS IF YOU ARE HAVING PROBLEMS LOGGING INTO YOUR DISTRICT GOOGLE ACCOUNT.

1. Sign into your Microsoft Outlook 365 account by clicking the following link.
login.microsoftonline.com
2. Once logged in, click on the Gear icon to the left of your name/photo icon.



3. Click the "Change your password" on the dropdown menu.



4. A new window will open where you will need to enter your old password (the password you are currently using) and then enter (create) a new password and then confirm the new password you created. Once finished, click submit.



change password

User ID

mlong@usd261.com

Old password

Create new password

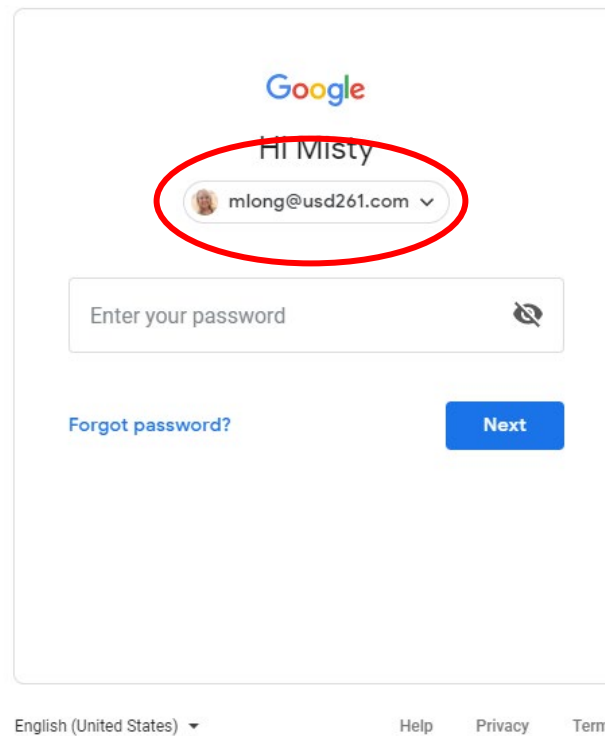
Confirm new password

submit

cancel

5. Once synced (5-10 minutes), you may sign into your Gmail using your @usd261 email address by clicking the following link.

<https://mail.google.com/a/usd261.com>



6. Visit <http://www.usd261.com/google/index.php> for information on G Suite.