

**Email should ONLY be set up and used on devices outside of the KCDC network. DO NOT set up or use email on any KCDC device at this time. The ONLY exceptions are devices in the “Bubble” at the Main Office; those devices are approved.**

1. Type [www.office.com](http://www.office.com) in a web browser.
  2. Click the Sign In button.
  3. Sign in using your existing KCDC email address.
    - a. This is the email address you have always used; it's not a new one.
  4. Select Next.
  5. Select Work/School Account.
  6. Enter the temporary password you were given.
  7. Select Sign In.
  8. At the next screen, enter your temporary password again.
  9. Enter your NEW password in the next field, then you will need to re-enter the new password to confirm.
- 10. VERY IMPORTANT: When setting up your NEW password, you MUST follow these requirements:**
- a. **The password must be AT LEAST 14 characters long. It can be longer but must be at least 14.**
  - b. **The password MUST have at least 1 capital letter, 1 special character and 1 number. You can use more than one of each.**
11. Select Next.
  12. At the next screen, select Ask Me Later.
  13. If you get the Action Required prompt again, select Ask Me Later again.
  14. At the next screen, select the check box to Not Show Again.
  15. Select Yes.
  16. Next, enter your mobile phone number. Make sure the button for Text Me a Code is selected.
  17. Select Next.
  18. At the next screen, enter the verification code you received on your phone.
  19. Select Next.
  20. If you got a green checkbox that it was verified, then select Next.
  21. On the next screen, select Done.
  22. At the Welcome screen you can either go through the tour or just arrow out of it.
  23. Once you are through that, you will see your apps in the left menu.
  24. Select Outlook, and you are done.
    - a. NOTE: Outlook is available right now ONLY through OWA (Outlook Web Access, which is used via a web browser), which you just set up. The desktop version is not available at this time.