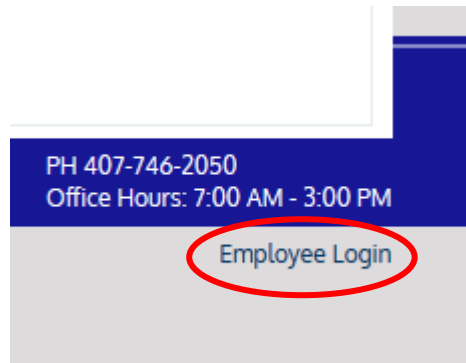


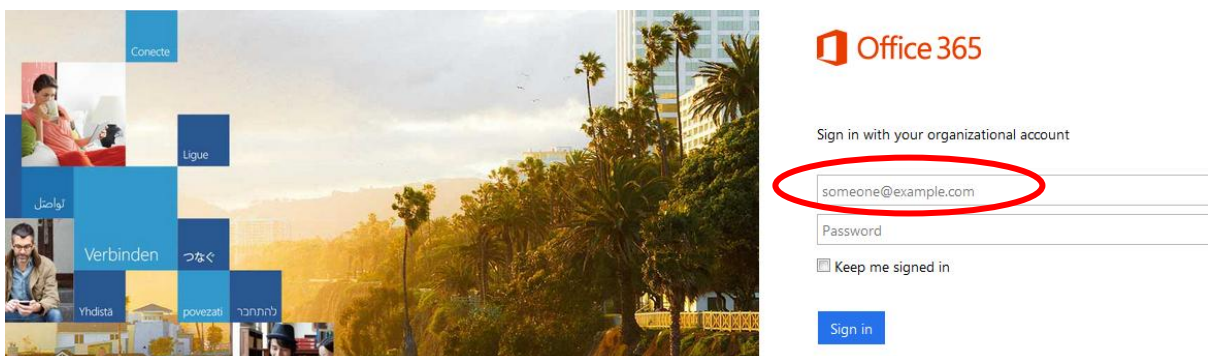
Office 365 Email Instructions



1. From the Lyman Website <http://lyman.scps.k12.fl.us/> select the **Employee Login** section at the bottom right hand corner of the page.



2. From the Employee Login site select the **Office 365 (new email)** link on the left hand side of the page



3. When this screen comes up you will need to enter your email address in the box that is provided. Use the format of your domain `login@myscps.us` (ex. `smithjd@myscps.us`)



Sign in with your organizational account

smithjd@myscps.us

Password

Keep me signed in

4. Once you enter your login just hit the enter key box and you will be redirected to a Seminole County Public Schools login.



Redirecting

We're taking you to your organization's sign-in page. [Cancel](#)

Keep me signed in

Sign In



sso.scps.k12.fl.us

Type your user name and password. As a reminder your username is your NetworkID@myscps.us. For example if your name is John A Smith and you log on to your computer with the username smithja then this username will be smithja@myscps.us

User name: Example: NetworkID@myscps.us

Password:

Sign In

5. Once you see this page enter your SCPS domain login and your network password. After your domain login put @myscps.us so if your domain login was smithjd you would type **smithjd@myscps.us** .



sso.scps.k12.fl.us

Type your user name and password. As a reminder your username is your NetworkID@myscps.us. For example if your name is John A Smith and you log on to your computer with the username smithja then this username will be smithja@myscps.us

User name: Example: NetworkID@myscps.us

Password:

Sign In

6. Enter your network password, what you use to login to the network on a daily basis.

7. Once you get into Office 365 Outlook web portal you will see your email inbox after you select the Outlook option. You also have your other navigational menus (Calendar, People, Newsfeeds, & Skydrive).

