Laptop Tip Sheet

Having trouble with your school laptop? These simple steps may solve your problem!

1. **Restart the laptop each day:** Don’t just hold down the power button to turn off the laptop. Click “shut down” or “restart” so the laptop can run updates.

2. **Make sure the device is connected to the Internet** before you log in. At school, you should be connected to the **RCSD1 wireless network** and away from school, click the wireless icon to find and connect to your network (make sure you have your Wi-Fi/hotspot password).

3. **Log in with your full e-mail address** as the username.
   
   Example: jan.doe1234@r1student.org

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**Still need help? Call or go online for assistance:**

IT Help Desk (803) 231-7436  
Laptop Support Form [http://columbia.richlandone.org](http://columbia.richlandone.org)

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**Having trouble with Teams?**

**How to Access Teams Online**

1) Click on your web browser: Edge, Google or Firefox

2) Go to **www.richlandone.org**

3) Click on the purple “people” icon (or scroll down to the **District E-mail** on bottom left).

4) Enter your **entire** e-mail address and same password.
   - Your e-mail address is your username@r1student.org
   - Example: jan.doe1234@r1student.org

5) Click on “waffle” at upper left corner to access Teams

6) Click on Teams and proceed