

Path to E-mail and Teams

After you login with your username and password . . .

- 1) Click on Google or another browser.
- 2) Go to the *www.richlandone.org* website.
- 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.

**Once you access e-mail and Teams, your teachers can take it from there.*

Apps

