

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


Still need help? Call or go online for assistance:

IT Help Desk (803) 231-7436

Laptop Support Form <http://columbia.richlandone.org>

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

