



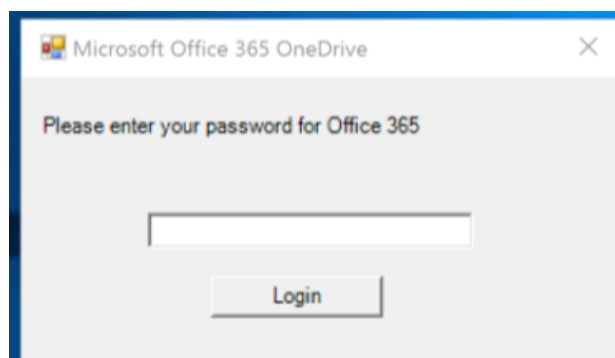
# Laptop Tip Sheet

## 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*
4. **Unable to connect to network:** You can reconnect at C.A. Johnson Bus Loop. Shut Down your laptop (not sign off) until it powers off. Sign back in. Please note: 1. sign back in using your email address as your user name. If does not connect, 2. Sign in with just your username (example: jan.doe1234).

## Student Network Accounts:

1. Students, you have access to e-mail and can log into Office 365 at **login.microsoftonline.com**. Please remember to adhere to the AUP and that all correspondence is monitored by Richland One.
2. Students, you should save documents **One Drive**. After logging into a computer, students should enter their password into the One Drive Mapper. This will allow you to save files in One Drive and access them from any computer.



3. Questions, please contact a member of the C.A.Johnson H.S. Library Media Staff.



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