



Dear Substitute Employee,

We are happy to share the good news! Elk Grove Unified School District is prepared to assist all substitutes with setting up a District Email account. With this account, you will also be able to log-in to a district computer and have access to the internet for instructional purposes.

As a professional, we respectfully request you be prepared prior to calling the HELPDESK by having your Employee Identification Number (EIN) and something to jot down any directions in front of you. Please understand, the HELPDESK is assisting hundreds through this process. 916 686-7720

When you contact the Helpdesk, please make sure you have your employee identification number (EIN) ready to give to the operator. The Helpdesk technician will ask you to answer a couple questions to verify your identity and will then provide you with your permanent EGUSD username / email address.

You will have an initial password which will work for your very first login. Your initial password will be:

Your first initial capitalized + last four of your SSN + your numerical birthday + your last initial lowercase

Example: J + 8895 + 020879 + d

When prompted for your initial password you would type: J8895020879d

During your first login you will be prompted to change your password. You will create your own password at that point. Your new password must follow these rules:

- Be at least 7 characters in length
- Contain at least one capital letter
- Contain at least one lowercase letter
- Contain at least one number
- Contain at least one special character (~!@#\$%^&* _-+=`|\(){}[]:;'"<>.,?/)
- The password cannot include your name

For security reasons, do not write down your password and leave it in an unsecured place.

You can complete your initial login from any district owned PC running Windows or from your home or personal computer connected to the Internet. If you wish to complete your initial login from home, please have your personal computer connected to the Internet before calling the Helpdesk.

Open a web browser and type <https://outlook.office365.com/owa> into the URL or search field at the top of your browser.



Enter your User name, provided by the Helpdesk and your initial password, using the formula shown above. You will then be prompted to change your password.



Retype your initial password. Then, using the password rules shown above, create your new password and type it into both the New password and Confirm new password fields. Click Submit.

Your new password will be valid for 120 days. You will be prompted to update your password again when it has expired.

We hope you take advantage of this new tool to enhance your experience and effectiveness with EGUSD.

Accessing your district email

You can access your email by using any of the following methods

- Signing into the webpage <https://outlook.office365.com/owa>
- Using an email client on your personal computer such as Outlook or Apple Mail

Using an email client on your mobile devices such as Outlook or Apple Mail

Keep in mind that if you are using an email client you will have to update the saved password every time that you change your district password.

An email client can be used as an alternative to accessing your email through the website. Below are guides on how to set up your email using a client

1. [Set up your email using the Outlook App on an Android device](#)
2. [Set up your email using the Mail App on an Apple iPhone or iPad](#)
3. [Set up your email using the Outlook App on an Apple iPhone or iPad](#)

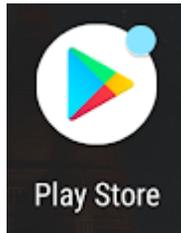
4. Set up your email using the Apple Mail app on you Mac
5. Set up your email using the Outlook App on your computer (Mac or Windows)

Add your EGUSD email to your Android device using the Microsoft Outlook App

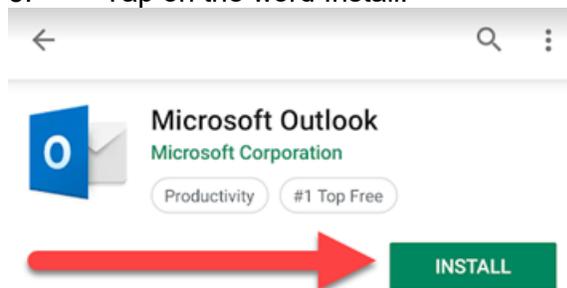
Staff may set up their District's Office 365 email account in the Microsoft Outlook App on their Android device (e.g. Google Pixel, Samsung Galaxy, etc).

Important! If you have already set up your email account through the Microsoft Outlook App, you will need to delete the account and then re-add it back on to the device. Don't stress...this is not wiping out your email...it's simply removing the emails from your phone until you log back in.

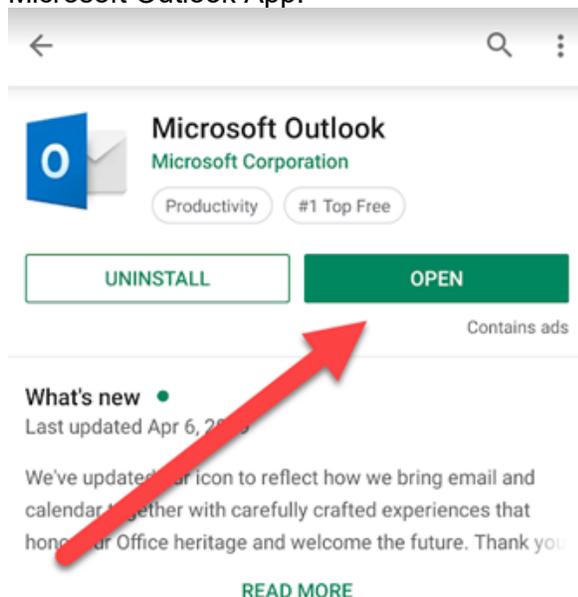
1. From the home screen, tap on the Google Play App Store icon.



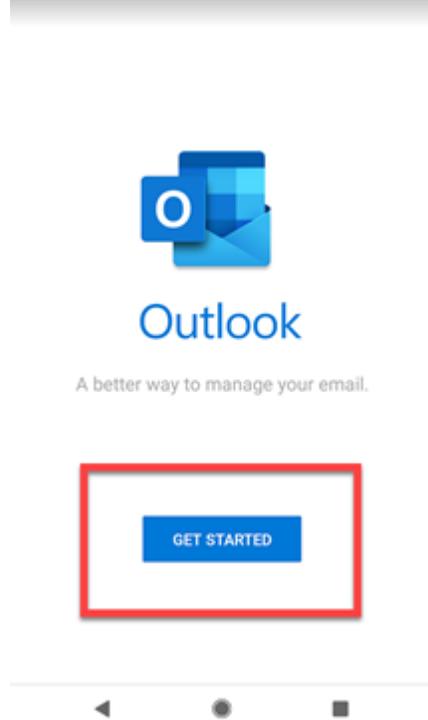
2. In the search bar at the top of the screen, type in Microsoft Outlook.
3. Tap on the word Install.



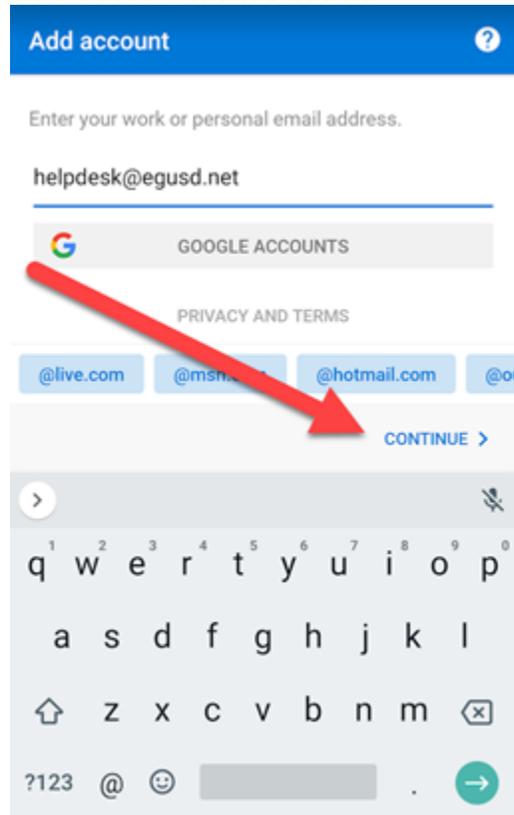
4. Once the app has finished downloading, then tap on the word Open to enter the Microsoft Outlook App.



5. The first time the Microsoft Outlook App opens, you will tap on the blue button that says Get Started.



6. Type in your full EGUSD email address (Example: helpdesk@egusd.net) and then tap on the blue Continue button.



7. On the EGUSD sign in screen, confirm your full EGUSD email address is in the top line. Type your EGUSD Single Sign-On Password into the password box and then tap on the blue

Sign In button.



Sign in with your EGUSD username and password.

Sign In

8. Tap Skip on the Add Another Account screen.

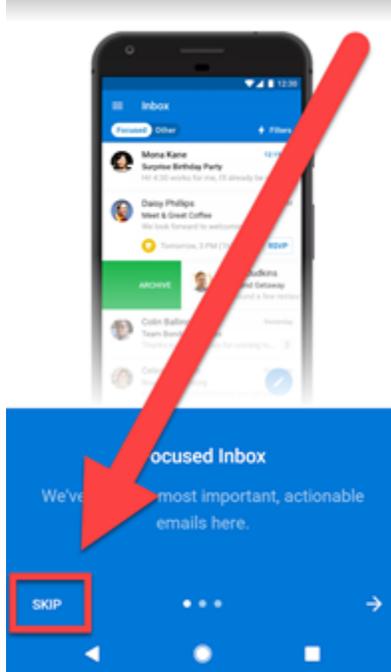
Account added



Would you like to add another account now?



- Next, you will be guided through the Microsoft Outlook App feature highlights. Tap on Skip if you need to go directly to email.



Add your EGUSD email to your iPhone or iPad using the Apple Mail application

If you would like to use the Outlook Application on your iPhone or iPad, skip down to the next section.

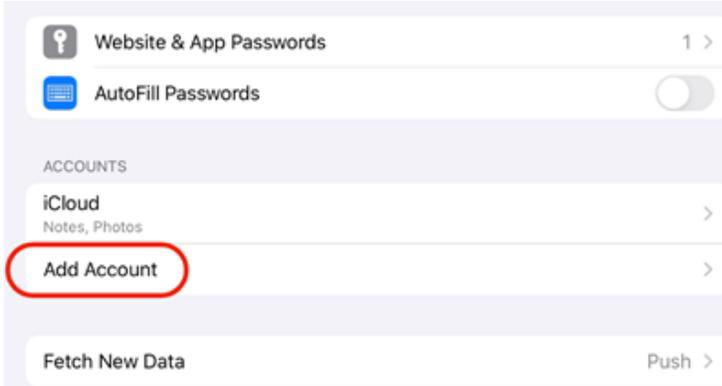
- Select the Settings application



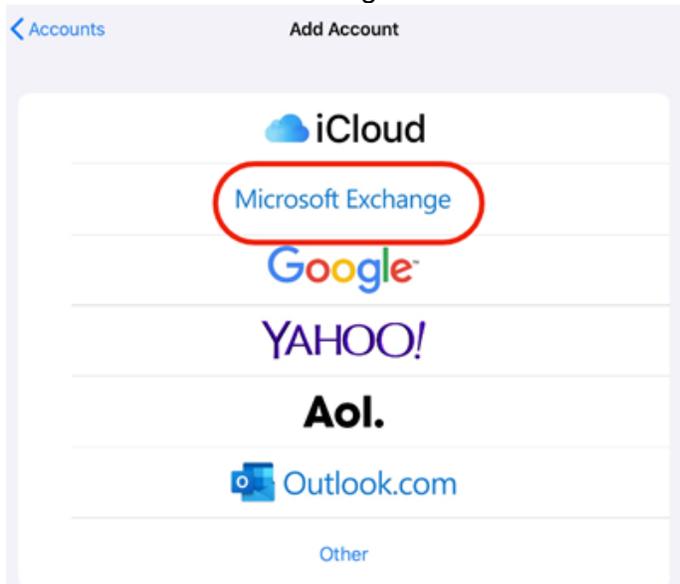
2. Select Passwords and Accounts



3. Select Add Account



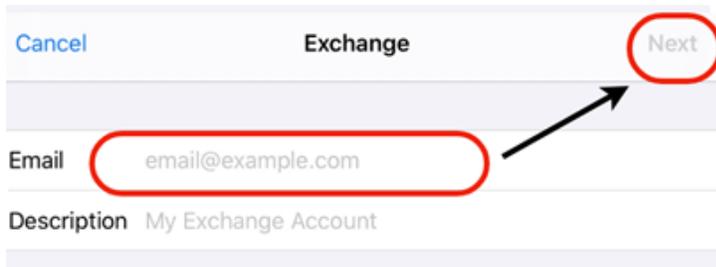
4. Select Microsoft Exchange



5. Enter your entire EGUSD email address and then Select Next.

The description is only affecting how the email is displayed on the phone if you have multiple mail accounts.

It is not necessary to enter anything in the Description field, it will default to "Exchange".
If you would like, you can customize this to something such as EGUSD.

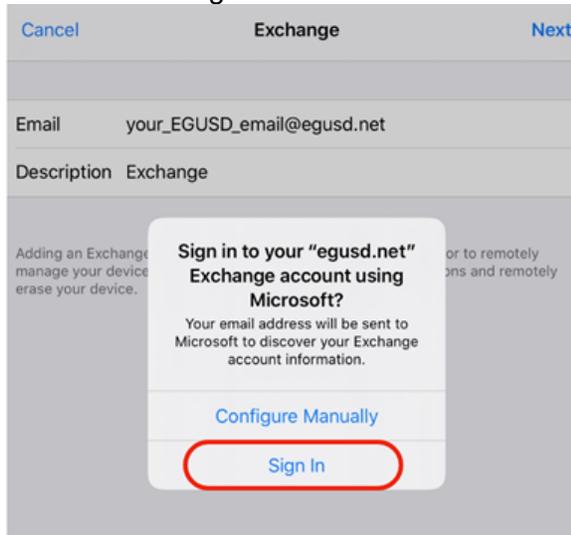


Cancel Exchange Next

Email email@example.com

Description My Exchange Account

6. Select Sign in when the confirmation window appears.



Cancel Exchange Next

Email your_EGUSD_email@egusd.net

Description Exchange

Adding an Exchange account to your device will allow you to manage your device and data, and to remotely wipe your device.

Sign in to your "egusd.net" Exchange account using Microsoft?

Your email address will be sent to Microsoft to discover your Exchange account information.

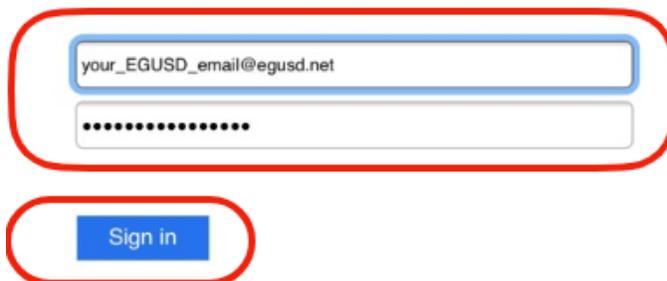
Configure Manually

Sign In

7. You will be forwarded to another sign-in screen.
Sign in with your full EGUSD email and password and then select sign in.



Sign in with your EGUSD username and password.



your_EGUSD_email@egusd.net

.....

Sign in

[Sign in using your operating system account](#)

The EGUSD username does not require you to append @egusd.net.

8. Select Continue



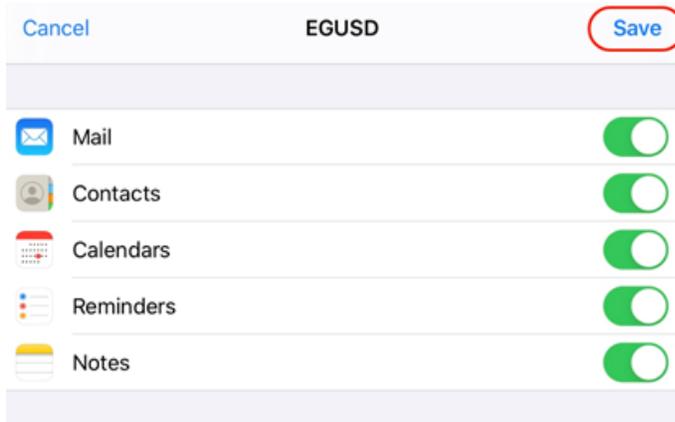
your_EGUSD_email@egusd.net

Are you trying to sign in to iOS Accounts?

Only continue if you downloaded the app from a store or website that you trust.



9. Select Save



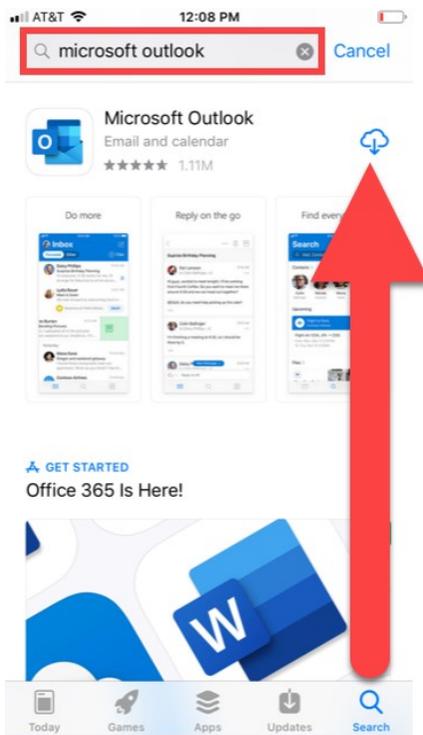
At this point your email has been successfully added to your iPhone or iPad.

Add your EGUSD email to your iPhone or iPad using the Microsoft Outlook App

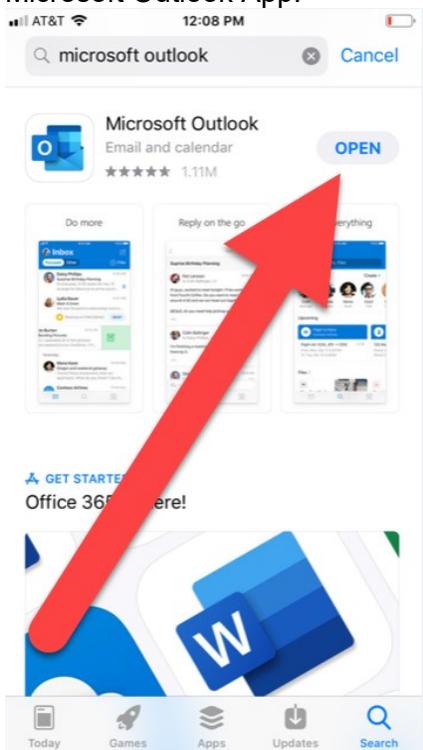
1. From the home screen, tap on the App Store icon.



2. Tap Search on the lower right corner of the screen.
3. In the search bar at the top of the screen, type in Microsoft Outlook.
4. Tap on the Download icon.



5. Once the app has finished downloading, then tap on the word Open to enter the Microsoft Outlook App.



6. The first time the Microsoft Outlook App opens, you will see an Add Account screen. Type in your full EGUSD email address (Example: helpdesk@egusd.net) and then tap on the blue Add Account button.

Enter your work or personal email.

helpdesk@egusd.net

Add Account

[Privacy & Cookies](#)

7. On the EGUSD sign in screen, confirm your full EGUSD email address is in the top line. Type your EGUSD Single Sign-On Password into the password box and then tap on the blue Sign In button.



Sign in with your EGUSD username and password.

helpdesk@egusd.net

Password

Sign in

8. Tap Maybe Later on the Add Another Account screen.
9. Next, you will be guided through the Microsoft Outlook App feature highlights. Tap on Skip to go directly to your EGUSD email.

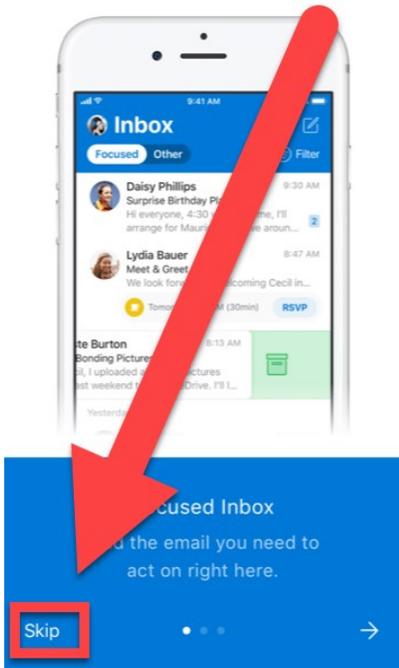
Add Another Account



Would you like to add another account?

Maybe Later

Let's Do It!



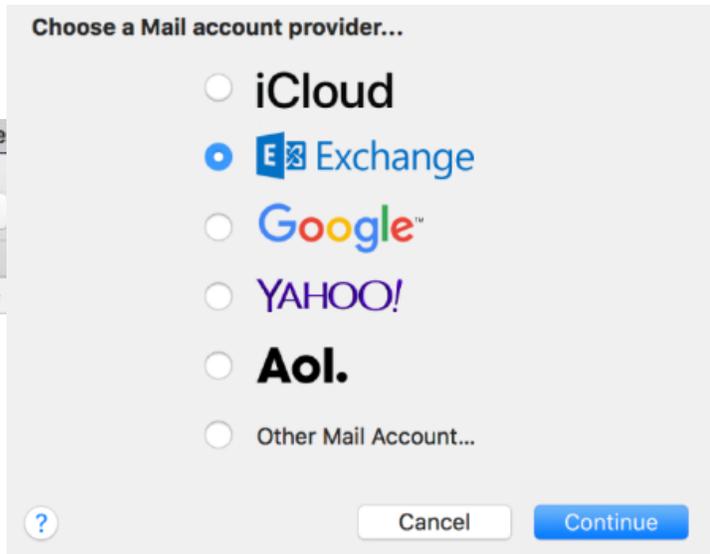
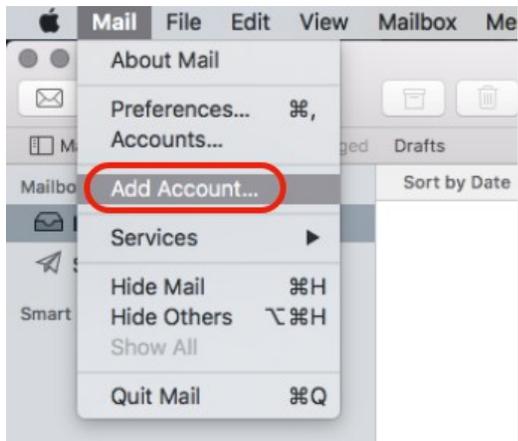
Add your EGUSD email to the Mail app on your Apple Computer

- 1. Open the mail application on your computer

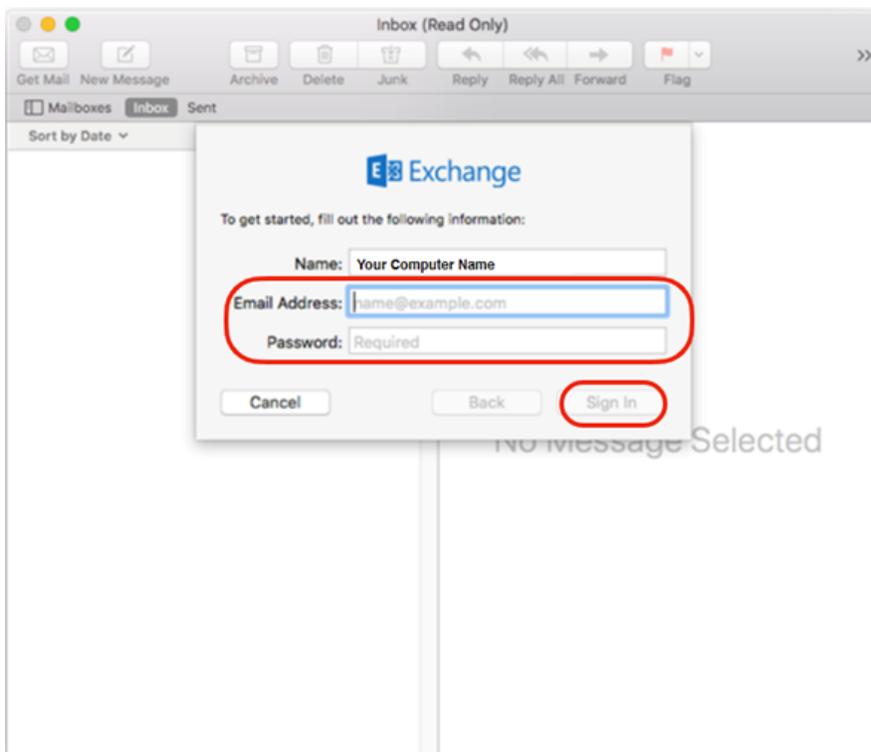


- 2. If this is the first account you are setting up on your computer, the "Choose a Mail account provider..." screen should automatically appear.

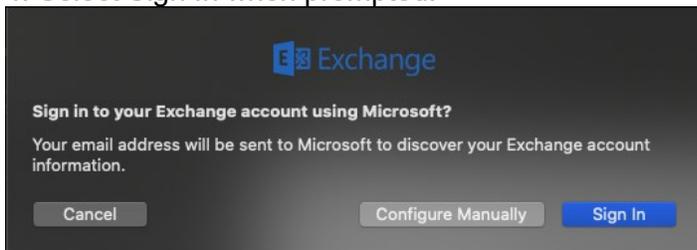
If you already have another mail account signed in, you will need to go to Mail > Add Account Select Exchange



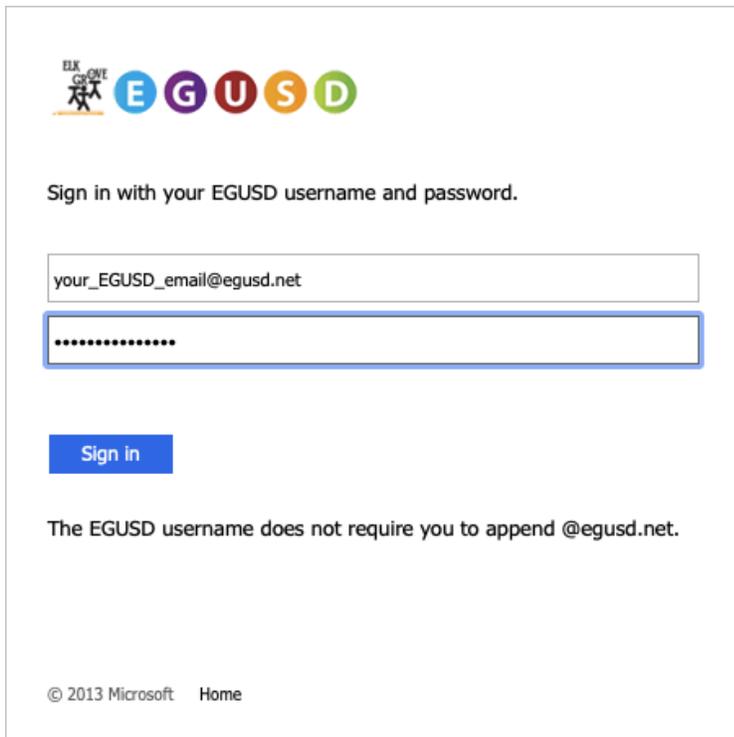
3. Enter your full EGUSD email address and password.
4. Select Sign in



4. Select Sign In when prompted.



5. Enter the full email address and password for your EGUSD account and then select Sign In.



ELK COUNTY
EGUSD

Sign in with your EGUSD username and password.

your_EGUSD_email@egusd.net

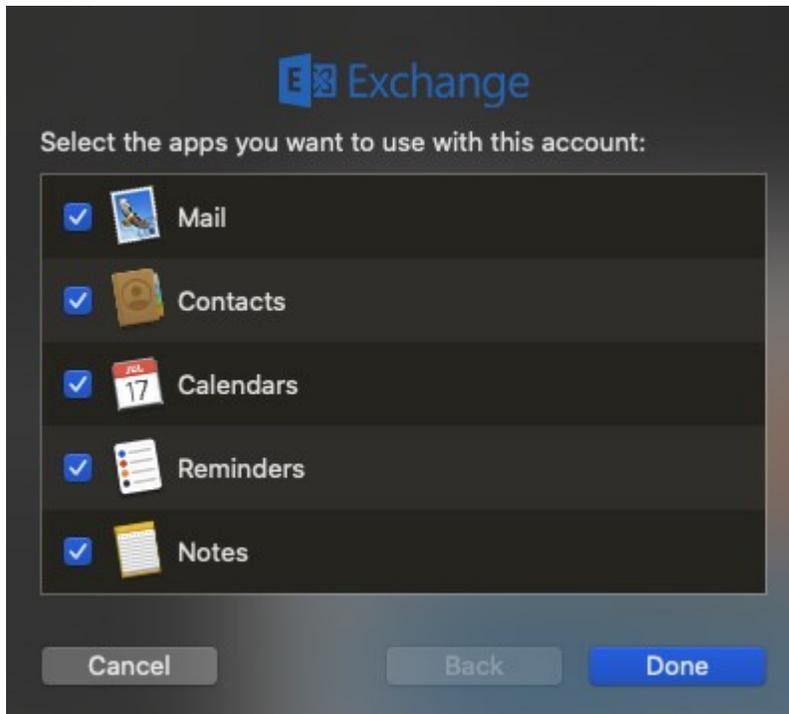
.....

Sign in

The EGUSD username does not require you to append @egusd.net.

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6. Select Done. You can also deselect any items that you do not want syncing to your personal device.

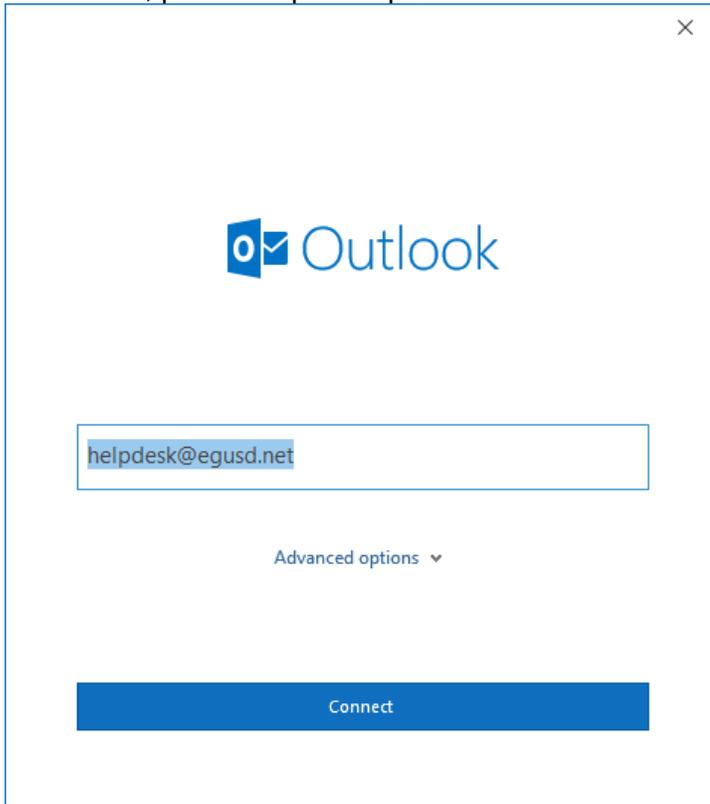


Your email has now been successfully added to your Mac.

Add your EGUSD email to the Outlook application on your personal Windows or Apple computer

These directions are for Windows based computers. However, the process is very similar for Apple computers running MacOS.

1. Open the Outlook Application.
2. Type in your district email and select *Continue*
The sign in screen will not appear if you already have a personal email set up. If this is the case, please skip to step 6



3. Type in your district email address and password
4. Select *Sign in*

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Sign in with your EGUSD username and password.

[Sign in using your operating system account](#)

The EGUSD username does not require you to append @egusd.net.

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5. Select *Done*

Outlook

Account successfully added

 **Office 365**
annlgarc@egusd.net

Add another email address

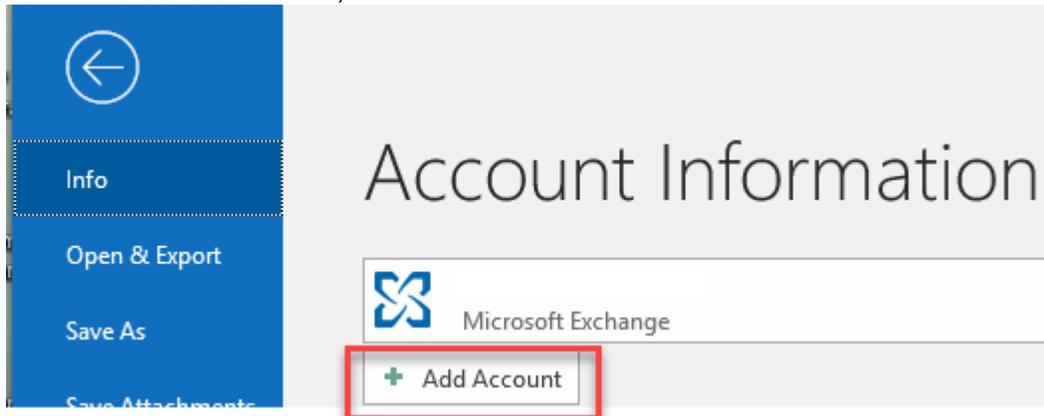
[Advanced options](#) ▾

The following steps are if you already have an email set up in Outlook and you are looking to add an additional account.

6. Select *File* in the upper left corner of the Outlook window



7. Under the *Info* tab, select *Add Account*



8. Steps 1-5 will guide you through adding the additional email address.