

New GCS Webmail/Office 365 Directions:

1. Logging on

New Address: <https://outlook.com/gcsnc.com>

You will be asked to enter your username and password.

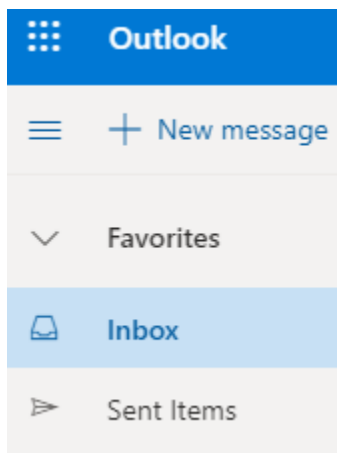


The first time you access the new Office 365 interface, you will be asked to choose language and time zone settings.

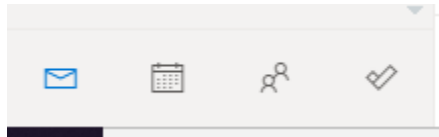



2. Toolbar & Options


Once logged in, most of the options you will use will be on the left toolbar. To compose a new email, click on the **+New message** link.




You can also access your **Calendar** and **Contacts** on this screen. By clicking on the icons on the bottom left of the screen.



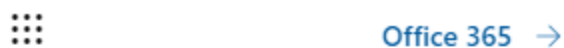
On the top right-hand side of the screen you will see the tools icon  (Settings), a question mark and an icon that looks like a picture (some will have their picture here).

The toolbar allows you to make changes to settings within Outlook. The  is a help feature. The picture icon will allow you to do the following:

- My profile
- My account
- Open another mailbox
- Sign out

To access any of the other applications included in Office 365, click on the  (App launcher) in the top left corner.

You may see the following applications that you can use within Office 365.



Apps

