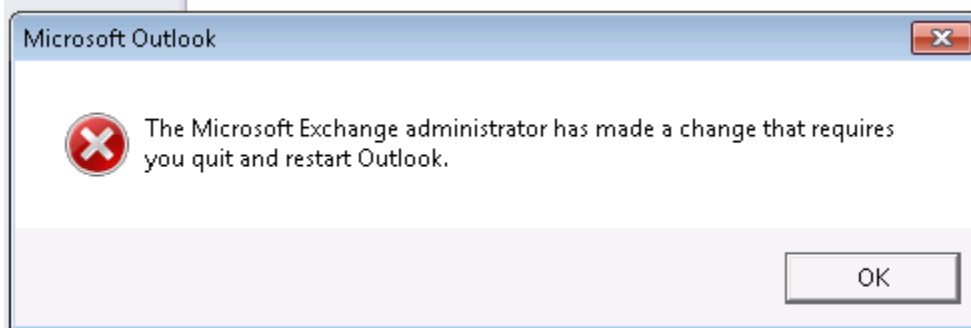


# Office 365 Email configuration

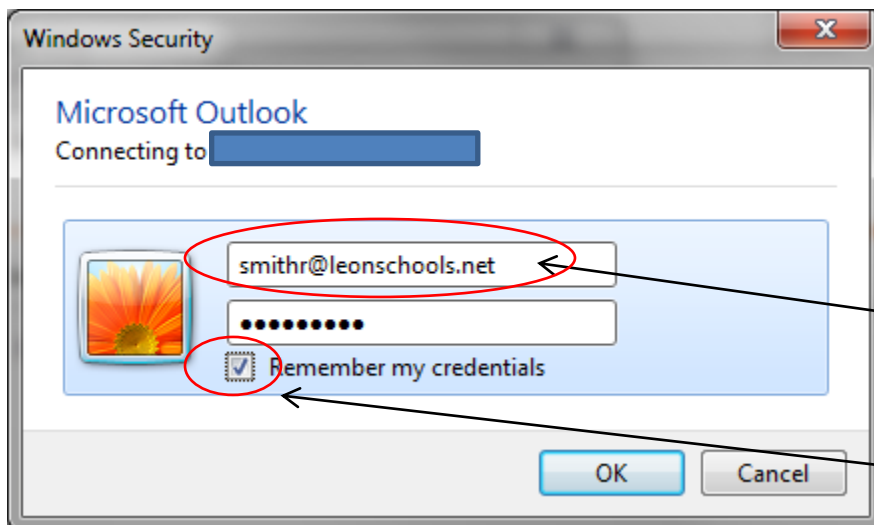
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## Outlook (for Windows):

You will receive the below message from Outlook when your mailbox has finished moving to the cloud. Click 'OK' and restart Outlook.



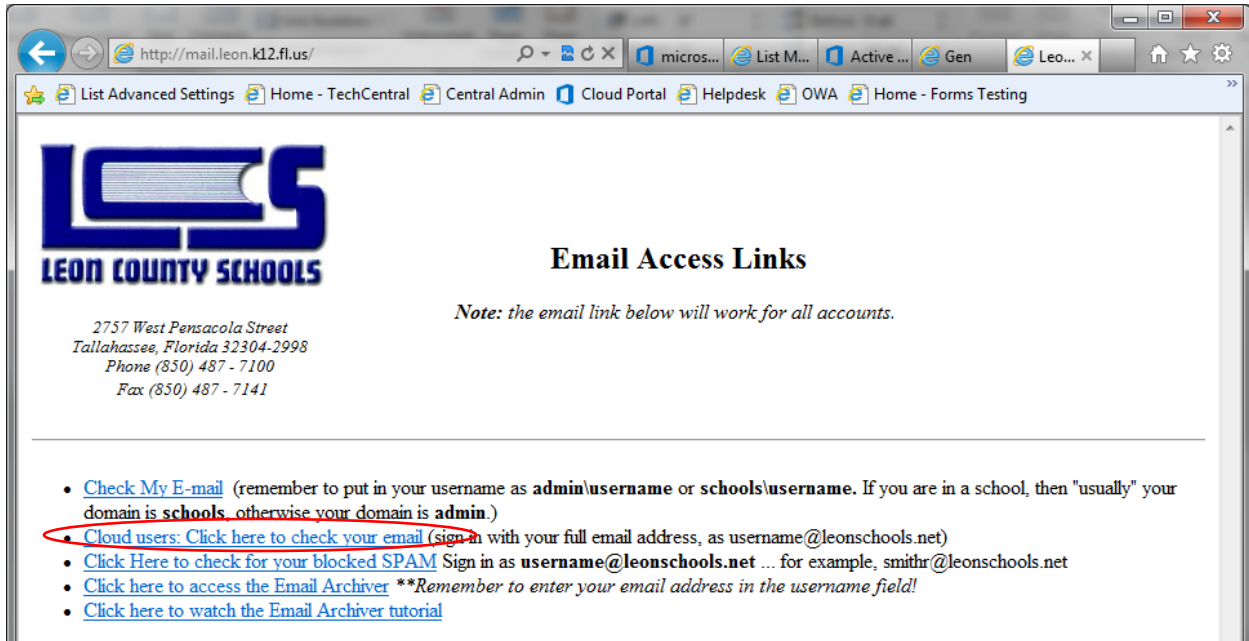
You will then be prompted for a username and password. **Enter your email address in the username field** ([smithr@leonschools.net](mailto:smithr@leonschools.net)), **NOT** admin\smithr. Enter your usual network password and check the "Remember my credentials" box.



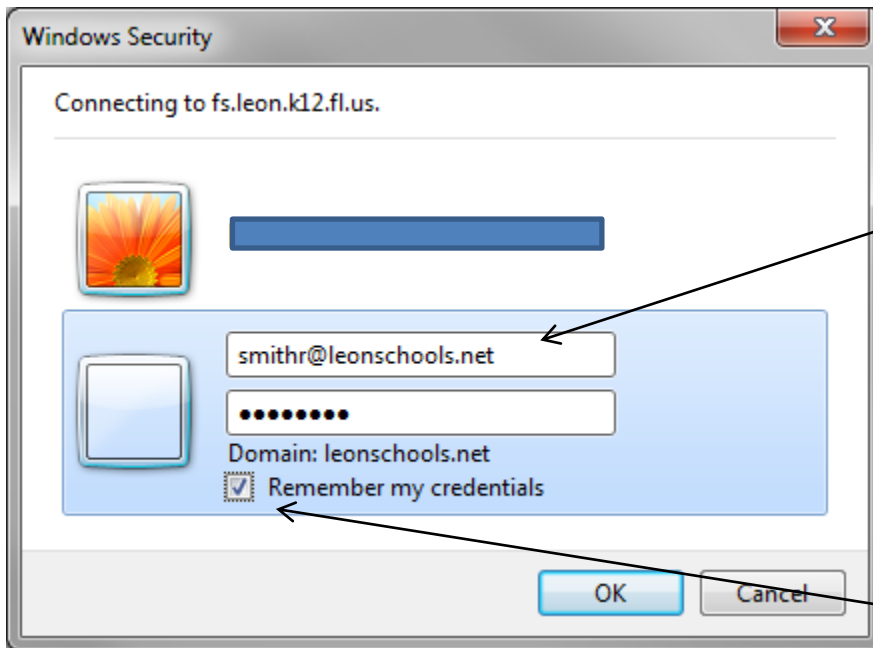
Type your full email address in the username field and check the box.

## Webmail for Cloud Users

Cloud users will need to click the “Cloud users click here...” link at: <http://mail.leon.k12.fl.us> to access their webmail.



After clicking this link, the below window will appear:



Remember to enter your full email address as your username.

Check this box if you want the browser to remember your login.