Accessing your Office365 School Assigned Email

Step 1: In your internet search box, search for DCS Quick Links. This page has everything you need to access you email.

Step 2: Click on the link for Office 365 in the blue panel of the quick links page.

Step 3: Your school email will be your first and last initial followed by the last six digits of your lunch number and then @dcsms.org. See my example below:

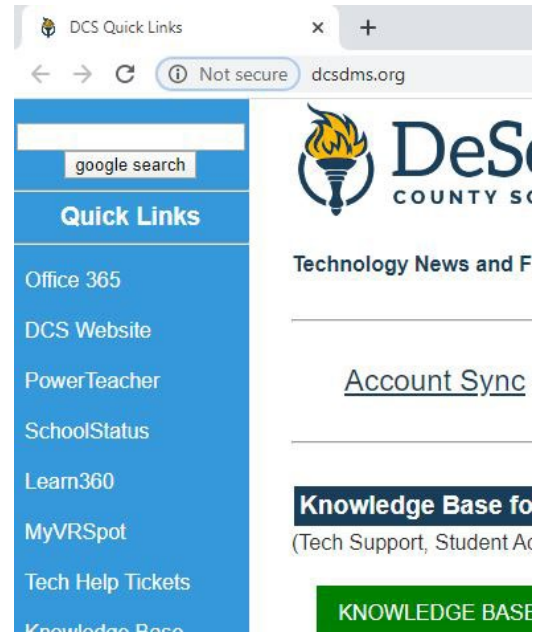<div align="center">tp123456@dcsms.org</div>

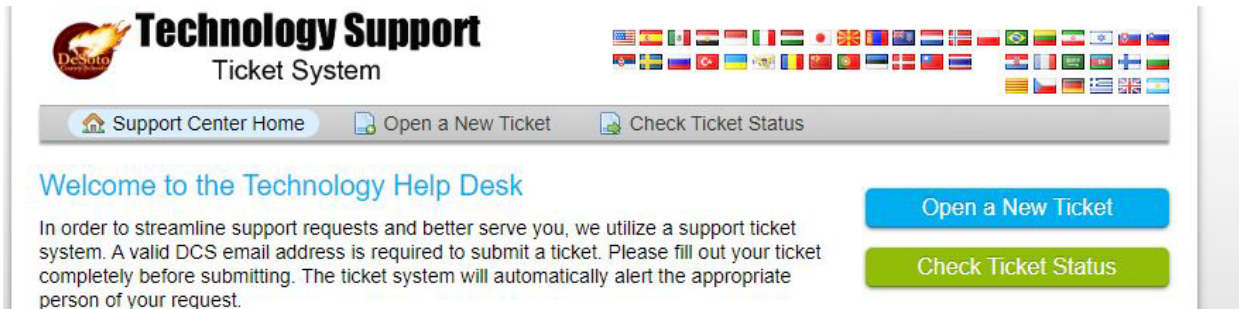You must type in the entire address

Step 4: Password Information

If you have never accessed your school email, then try the password Welcome20 (capital W)

If you have accessed your school email, then type in your password OR click on forgot password and begin steps to get back in to your email.

Step 5: Once in your email, please compose an email to me that tells me you have access. Teacher emails always look this way: firstname.lastname@dcsms.org (you have to spell it correctly.

Worse Case Scenario: Can't get in, password issues.

Go back to DCS Quick Links and find Tech Help Tickets in located in the blue panel. You will need to complete a ticket to have your password reset. They will send you a text with your new password (should be Welcome20). It is important to note that you have to fill out all required fields and the very first field is your school email. Make sure you type it in perfectly: tp123456@dcsms.org. As you move through the page, you will be asked to choose a help topic (username/password issues) and you will choose HLHS for the school. I always like to type a brief statement in the description box, usually just put something like, please reset my email password. Once the ticket is filled out, simply choose the create ticket at the bottom and wait for the password text.