

# ACCESSING YOUR NEW RMHS GOOGLE AND OFFICE 365 ACCOUNTS

## YOUR NEW OFFICE 365 ACCOUNT


Step 1: Open a web browser and go to [portal.office.com](http://portal.office.com)

Step 2: You will be taken to the login page. From there, enter your account username/email and password to login. If it is your first time logging in, you will be required to set a new password.

Your Permanent Username:

Your Temporary Password:

### Installing Office 365 onto a system

Once you login to your Office 365 account, you will see an "Install Office 2016" button at the top right hand corner of the web page.  Click on that button to download the setup program for office 2016. After the setup program is downloaded run it to install Office 2016.

## YOUR NEW GOOGLE ACCOUNT

Step 1: Open a web browser and go to [accounts.google.com](http://accounts.google.com) or any other google login page

Step 2: You will be taken to the login page. From there, enter your account username/email and password to login. If it is your first time logging in, you will be required to set a new password.

Your Permanent Username:

Your Temporary Password:

## SCHOOL COMPUTER EQUIPMENT LOGIN AND WIFI ACCESS

When logging into any school owned computer that prompts you for a user name and password to log in, you will use the credentials below. This also applies when you are trying to connect your personal devices to the WiFi via RMHS-SWA.

Username:

Password:

**\*NOTE\***

When accessing the school WiFi with one of your personal devices, you will want to always connect to RMHS-SWA.