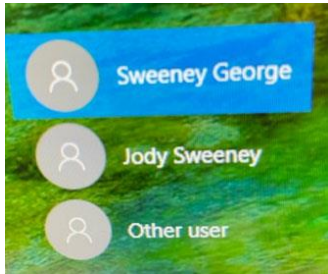


## Logging onto a District Windows computer for the first time

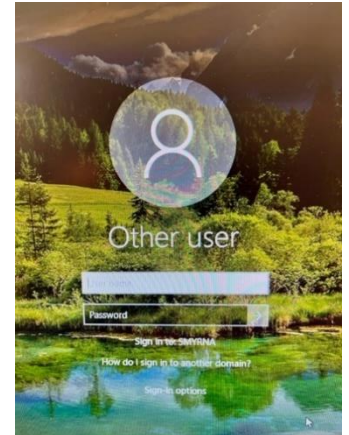
All new staff are provided with the credentials to logon to a computer and access District email. Official District email will only be sent to your @smyrna.k12.de.us email account. If you have already logged into a school computer, you do not have to perform this step and can move to [Accessing District email from a District or home computer](#).

**First logon to any computer in the District.** This may be your teacher desktop computer, your admin desktop computer, a laptop, a library computer, or a supervisor's desktop computer in Child Nutrition or Custodial office.



The first screen may have the previous user's logon information. Click the Other User in the bottom right-hand corner of the screen:

This screen will appear:  
Enter your userid, firstname.lastname, and the password provided by the District for first time use. Then click the arrow next to the password to logon.



## Accessing District email from a District or home computer

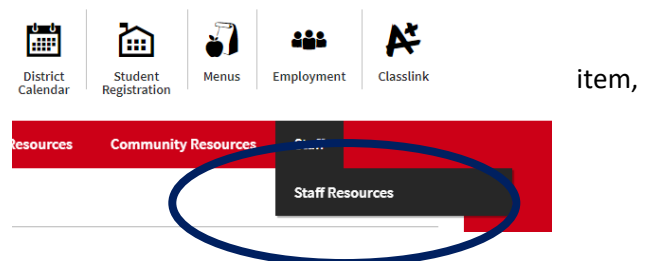


On the District computer, open the Chrome browser.

Or from your home computer, open your browser of choice (Chrome, Internet Explorer, Microsoft Edge, Firefox, Safari, etc)

On the district computer, the default webpage should be the Smyrna School District website. If not, or you are trying from home, enter the District Website, <http://www.smyrna.k12.de.us> in the address bar across the top.

When the District website appears, click on the Staff menu item, then click on Staff Resource:



Scroll down thru the icons and click on the Outlook icon. Your login information will automatically log you into your District email.