BTCS Microsoft 365 Login Procedures
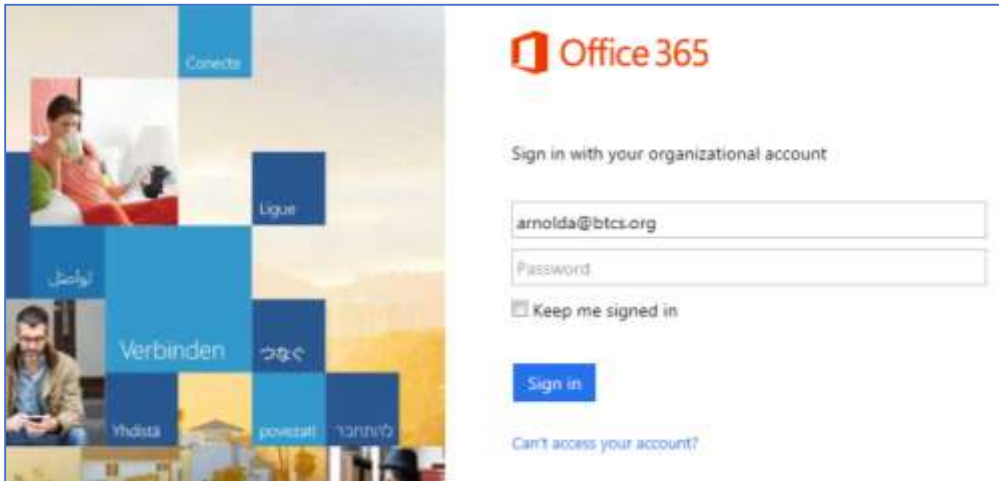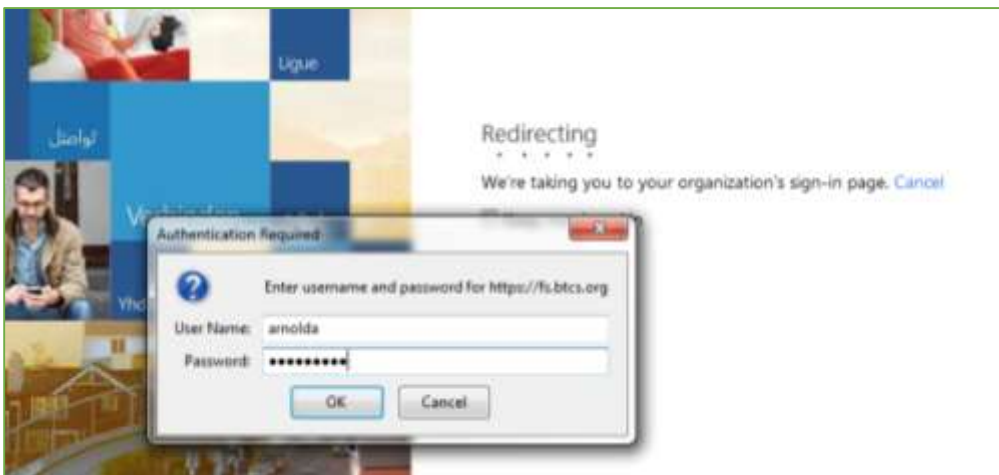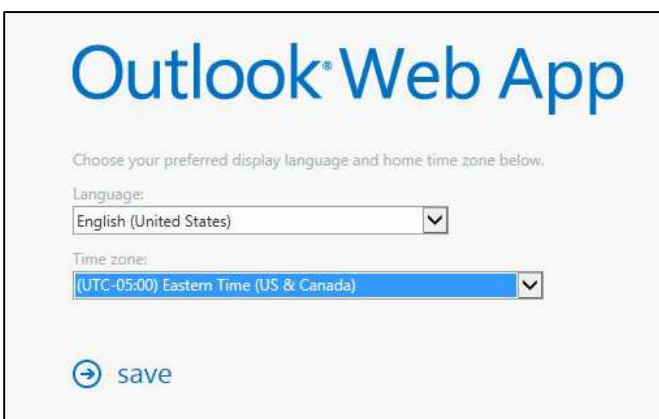

1. Enter your full email address to begin, not just your username.
Staff and students are formatted differently…
Staff – username@btcs.**org**
Students – username@btcs.**net**

2. Once you tab or click into the "Password" field, it will re-direct to our server…

3. An additional authentication widow will pop-up. Enter just your username and password, just as you do to login to your computer at school.

4. Upon first login, you will be prompted to select your language and home time zone.

Once you have selected the proper Language, Time Zone, and clicked Save, you are ready to go! Click on each of the items in the top toolbar…

Outlook   Calendar   People   Newsfeed   SkyDrive   Sites

…and then select the "?" in the top left and choose "Help". There are some great instructions and how-to resources located here.