Dear Staff and Students,

Byron Area Schools will be upgrading the email system from Live@edu to Office 365. What this means is that now you will have TWO separate accounts. This upgrade will separate your SkyDrive account from your email account. You will now have two separate logins – both using the same username and password.

After the upgrade, you will access your SkyDrive by going to https://skydrive.live.com. This account will no longer be administered by Byron Area Schools. Students will be able to change their passwords. If the password is forgotten then the site to go to for a password reset is https://acounts.live.com/ResetPassword.aspx.   This SkyDrive account is now the user's personal account. For new students who wish to have a SkyDrive account, using the *live.byron.k12.mi.us* domain, will be able to do so after an email account has been created for them first.

Email will be accessed the same as you have been using http://outlook.com/byron.k12.mi.us. You **must** specify the domain name after http://outlook.com. When logging into the web-based application, you will need to first click on 'Sign in with a different user ID'. If you don't do this step you will be taken to the old live.edu account. Important: for the first few times of logging in click 'Sign in with a different user ID'.   Use your same username and password.

   You will know you are logging into the correct email site by the Office 365 logo at the top. When you see the Sign in at…..partnerdomain (where the arrow is pointing) then you will need to click 'Sign in with a different user ID'.

Email accounts will still be administered by Byron Area Schools. If you need a password reset please let the office know and they will pass that information on to the proper person doing the resets.

Staff using the MS Office Outlook app should not notice any difference in how they operate after the upgrade has been done.

All the labs, except for the elementary lab, will have MS Office 2010 installed by the end of this week. The students will be able to use the software locally and save to their network home directory instead of their SkyDrive if they choose.

Especially for home use:
If you use Internet Explorer 7 or earlier, you will need to upgrade to a newer version of Internet Explorer. If you use Outlook to read your email and use Microsoft Office 2003 or earlier, you will need to upgrade to Outlook 2007 or Outlook 2010 to continue using Outlook.