

Caesar Rodney School District Email Setup Instructions

- Our District uses Web-based Outlook (Office 365).
 - Open a web browser on your computer: for example: Internet Explorer
 - In address type: outlook.k12.de.us
 - Type your username and password as follows:
Username: firstname.lastname@cr.k12.de.us
password: (password was provided in School Messenger Call your received)
 - Password: You will be prompted to create a new password.
 - This must contain 1 upper case character, 1 lower case character, one symbol and one number and the entire password must be at least 8 characters in length.
 - Record this password because you will use this password for to setup your DOE IMS account next and your district network account on the day of new hire orientation.