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.