



***** School Issued Email Address for Students *****

Every Schoolhouse student is issued an email. The email address is the first initial, last name @schoolhouseprep.com. Students will be activating their accounts the first week of school during their assigned Computer Lab Period. This will be an outlook account through Microsoft.

Schoolhouse students will receive the latest versions of Microsoft Word, Excel, PowerPoint, Teams, OneNote, Outlook, Access and Publisher. These are all apps that students will be using as part of their instruction. This account allows students to install the Office suite on up to five devices. The account also gives each student 1 TB of OneDrive cloud storage.

INSTRUCTIONS FOR ACCESSING EMAIL ACCOUNT

1. Log on to www.office.com
2. Email: 1st Initial, Last Name @schoolhouseprep.com (Example HSmith@schoolhouseprep.com)
3. Password: Student@3800

***** School Issued Zoom Account for Students *****

All Live Virtual Classroom are offered through the Zoom Platform. Students will need to create a Zoom Account using their Schoolhouse Email. This account will give students unlimited screen time. Students will use the Schoolhouse Account to log on to the Live Virtual Classroom. Personal Zoom accounts are not permitted.

INSTRUCTIONS FOR CREATING A SCHOOLHOUSE ZOOM ACCOUNT

1. Log on to www.ZOOM.com
2. Enter your @schoolhouseprep.com Email
3. Password: Student@3800

Both the Outlook and Zoom app need to be downloaded to phone and device that will be used.

***** Remind 101 APP *****

Students need to download the Remind 101 App to their phone to receive Text Message Reminders

INSTRUCTIONS FOR DOWNLOADING THE REMIND 101 APP

- Enter this Number 81010
- Text this Message: @school3800
- Follow instructions for downloading Remind 101 App