

## Setting Up a New Email Account

1. Start by going to the hayfield website at [www.hayfield.k12.mn.us](http://www.hayfield.k12.mn.us). Then click on “Office 365 Email” on the right under the quick links.



2. You should be given your email and temporary password by your instructor. Type each of those in as shown below.

Sign in with your organizational account

example@hayfield.k12.mn.us

.....

☐ Keep me signed in

Sign in

3. When you click on “Sign in” you will be asked to type in your old password. The old password is the temporary password that was given to you. You then need to create a new password. The new password must have at least one upper case letter, one lower case letter, one number or one symbol, and be at least 8 characters long.

\* Old password:

\* New password:

\* Confirm new password:

save

4. Make sure you choose the correct language and time. Our time zone is Central Time.

Language:  
English (United States) ▼

Time zone:  
(UTC-06:00) Central Time (US & Canada) ▼

Select time zone

- (UTC-12:00) International Date Line West
- (UTC+13:00) Samoa
- (UTC-11:00) Coordinated Universal Time-11
- (UTC-10:00) Hawaii
- (UTC-09:00) Alaska
- (UTC-08:00) Baja California
- (UTC-08:00) Pacific Time (US & Canada)
- (UTC-07:00) Arizona
- (UTC-07:00) Chihuahua, La Paz, Mazatlan
- (UTC-07:00) Mountain Time (US & Canada)
- (UTC-06:00) Central America
- (UTC-06:00) Central Time (US & Canada)**
- (UTC-06:00) Guadalajara, Mexico City, Monterrey
- (UTC-06:00) Saskatchewan
- (UTC-05:00) Bogota, Lima, Quito
- (UTC-05:00) Eastern Time (US & Canada)
- (UTC-05:00) Indiana (East)
- (UTC-04:30) Caracas
- (UTC-04:00) Asuncion

5. Your email account should now be set up.