

Gulf County Instructional Technology  
Quick Start Guide

# Email Setup:

## **Office 365 Account** - @gulf.k12.fl.us

1. Using your Microsoft Edge browser
2. Navigate to [www.outlook.com](http://www.outlook.com)
3. Click Sign-in
4. Select Sign-in with “Work of School Account”
5. Do Not Select Create an Account
6. Sign-in using your @gulf.k12.fl.us email address and password

## **Google Account** - @GulfCoSchools.com

1. Using your Google Chrome browser
2. Navigate to [www.google.com](http://www.google.com)
3. Click Sign-in
4. Sign-in using your @GulfCoSchools.com email address and password

## **Office 365 - Phone Email Setup**

1. Settings / Mail / Accounts / Add Account
2. Select Microsoft Exchange
3. Sign-in using your @gulf.k12.fl.us email address and password

## **Google – Phone Email Setup**

1. Download the “Gmail” app from your app store
2. Select “Add an Account” and then “Google”
3. Sign-in using your @GulfCoSchools.com email address and password

## **MFA** – Multi-Factor Authentication Questions?

1. Navigate to [www.gulfcoschools.com/it](http://www.gulfcoschools.com/it) and select MFA Guide

Email Marty Riley at [mriley@gulfcoschools.com](mailto:mriley@gulfcoschools.com) for assistance or  
Navigate to our Instructional Technology Support Page [www.gulfcoschools.com/it](http://www.gulfcoschools.com/it)