



How to Update your Contact Information and Location in Outlook via Webmail

Alternative Education

First....

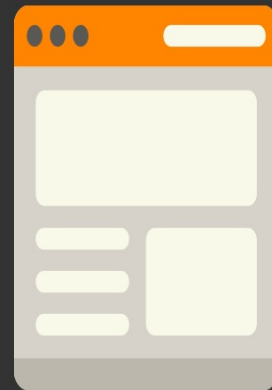


Go to the KCSOS website and sign into your web email account.

Use the first 2 letters of your first name and your full last name.

*In special cases it might be one letter of your first name and your full last name.

The password will be given to you initially and then you will need to reset it to something you will remember.



Then...



Look to the far right

Click "options"

Choose "see all options"

Click the edit button

Update your information in this area and **SAVE**