

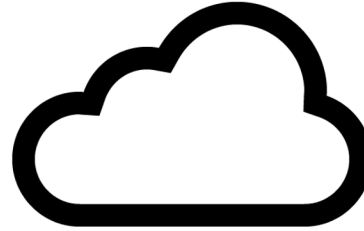
# Southland

## REALTORS

### Technology Cheat Sheet



*Network: Southland*  
*Password: Southland.123*



Access files anywhere at  
anytime

Microsoft OneDrive  
office365.com



*Remote Access to Email:*  
**mail.office365.com**

*User Name: Full Email Address*  
*Password: \$outhland####*



*Setup Email on  
Phone or Tablet:*

- Step 1: Add Account**
- Step 2: Choose Exchange or Office365**
- Step 3: Enter email address**
- Step 4: Enter Password**

Server= outlook.office365.com

**User Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Password:** \_\_\_\_\_



**Air Print**

**Downstairs Printer: Kyocera (2)**  
**Upstairs Printer: Kyocera (1)**



*Any Southland Computer*

**User Name: (your first name)**  
**Password: \$outhland####**

*\*\*All conference room TVs are computers\*\**