



How To Log in To Email (Office 365)

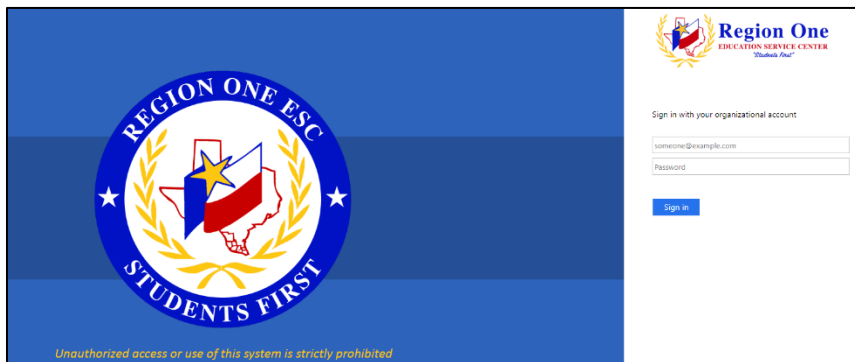
To Log in to Office 365:

1. Go to Region One's website (www.esc1.net)
 - **SubHub** -The Region One Substitute Teacher Management System
 - **Current SubHub Employees** (Employee Links)
 - **Live Links – f. Region One Email**

Shortcut: www.esc1.net/office365

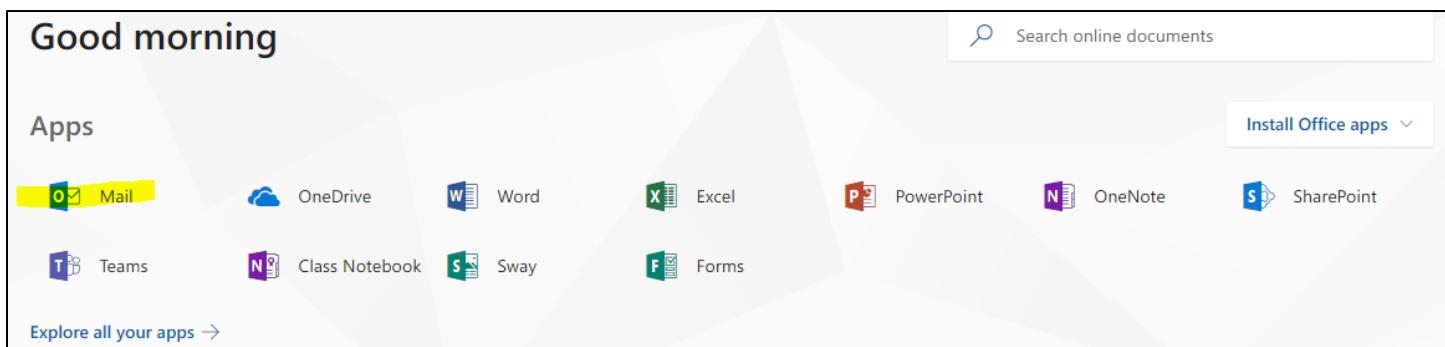
You will be redirected to another page.

2. Enter your complete email address **AND** password. Click **"Sign in"**.



If you need assistance with your email password, Contact our Helpdesk at 956-984-6061.

3. Office 365 will open. Click on "Mail"



To change your password:

1. Click on your name (top right-hand side of the page)
2. Click on **My account**
3. Select **Security & privacy**
4. Click on **Password**

A new page will open "Change password"

Type in:

- Old password (current Password)
- Create new password
- Confirm new password
- **Submit**