

# Miller Place Union Free School District

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March 31, 2020

Re: MPSD Microsoft 365 Digital Platform

Good Afternoon Miller Place School District Families:

This communication is to share information regarding three aspects of our new digital learning platform: Teacher emails, Microsoft 365 log on information and Apps for Microsoft Office 365.

### **Teacher emails:**

The emails sent to you, yesterday and today, may possibly be delayed for one of three reasons:

- 1 - Your service provider might be holding up the emails as they may be detected them as spam
- 2 - Our School Tool email system was overloaded in attempting to send a large volume of emails to parents, or
- 3 - School Tool is sending an email to an address you that may no longer be using, or to an email address you do not routinely check.

There is a solution -

Please give the email distribution systems the opportunity for the teacher emails to reach you.

If you do not receive an email from your child's teacher by tomorrow, which is Wednesday, please email the teacher and they will individually email you the information.

No student is going to be negatively impacted by the delay in you receiving the teacher email.

### **Microsoft 365 log on information:**

We plan to send Microsoft 365 log on information to you at the end of this week. Look for an email titled "Microsoft Office 365 Parent and Student Log On Information."

As stated in prior Connect Ed messages, the vast majority of our faculty is remotely being trained on this new digital platform this week and should be ready to interact with students at the end of this week.

### **Download the Microsoft Office 365 app** to your device from the App Store.

There is one app for PCs and a different app for MACs. Please be sure to download the correct app for your device as Microsoft Office 365 works on multiple devices including i-Pads and Smartphones.

We appreciate your continued patience and look forward to remotely rolling out this new digital learning platform this week. This communication will be posted on the District website for your future reference.

Thank you and be safe.

Dr. Marianne Cartisano  
Superintendent of Schools