

How do I apply for an Outlook account?

If you are an MCPS employee, your account will be automatically created for you when Human Resources enters you into their database. You do not need to fill out any forms to apply. By the end of your first week as an employee at MCPS, you will automatically receive your logon id and password in the pony. If you are not an MCPS employee or if you are a student, then you must fill out **MCPS form #271-4A, Application for an E-mail Account**, and have it signed by an authorized manager.

By using the login information that will be automatically sent to you, you acknowledge you have read **MCPS Regulation IGT-RA (User Responsibilities for Computer Systems and Network Security)**, and understand its contents. Violation of the regulation is unethical and may be a criminal offense. Should you commit any violation, your access privileges may be revoked, disciplinary action may be imposed, and/or appropriate legal action may be taken.