

To access Outlook Email, Microsoft Teams, Canvas and Edgenuity

First, go to the Volusia County homepage at www.vcsedu.org to access vPortal. Once the homepage loads, click the vPortal link at the top of the screen. Students will need to use their VCS email address (#ALPHA@vcs2go.net) and password to login. You should now see your vPortal dashboard.

From vPortal, you can access Canvas and Edgenuity directly on your portal page. This is where the assignments are located. Just look for their buttons and click on them.

To access Outlook Email and Microsoft Teams you will need to click on the Office 365 button on the vPortal dashboard.

Once in Office 365→ You should see the Outlook Webmail button and the Microsoft Teams button. Click them to access the app. If you do not see them, you may need to click the arrow that says, “All Apps”.

In Teams, students will have access to different groups made by their teachers. These groups allow students to communicate with their teachers, via video chat and written form. In this app, teachers and students can also share files, videos, and much more.

**Students and Parents, It is very important
that you check your email on Outlook daily**