

How to Access Your Student Email

Please check your email by Wednesday, August 26th (first day of school).

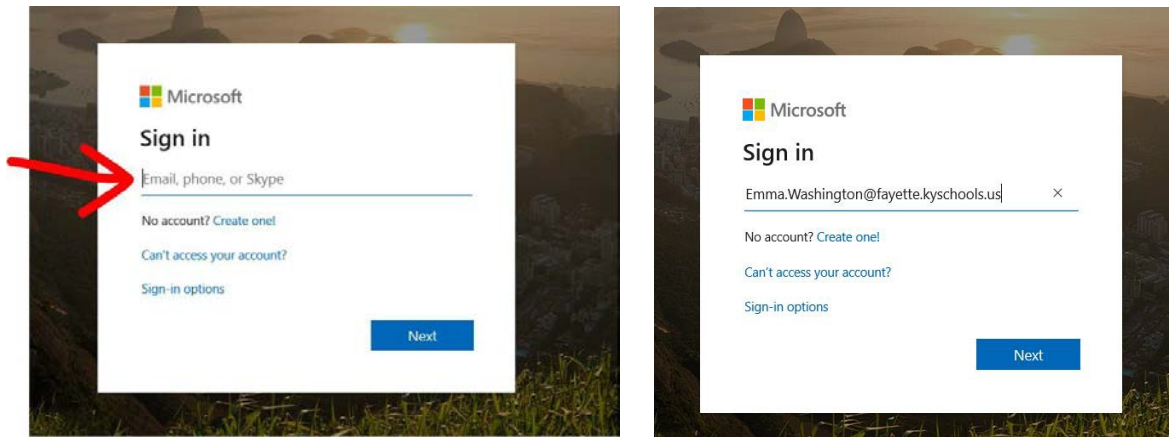
To Access Your FCPS Student Email:

1. Select one:
 - a. Go to the following link: <http://outlook.office365.com>
 - b. Go to the Bryan Station Middle School website (<http://bsms.fcps.net>), hover over the **Students** tab, and click on the 1st link down, **Email (Office365)**.

The screenshot shows the Bryan Station Middle School website. At the top left is the school's logo, a paw print, and the text "Bryan Station Middle School, Lexington, Kentucky, Escuela de Inmersión en Español". To the right are buttons for "District Home", "Select a School", and "User Options". Below this is a red navigation bar with tabs: Home, NTI/2DL, About Us, Families, Students, Media Center, Calendar, Teacher Websites, Staff, and STOP Tipline. The "Students" tab is active, and a dropdown menu is open, listing various resources. The first item in the dropdown is "Email (Office 365)", which is highlighted by a white arrow. Other items include Student Resources, Guidance Office, Mental Health Library, Spanish Immersion Team, Exploratory Team, 6th Grade Team, 7th Grade Team, 8th Grade Team, Academic Clubs/After School Activities, Athletics, and BSMS Enrichment Activities. On the left side of the page, there is a circular graphic with the school's name and address: "Bryan Station Middle School, We're at 1865 Wickland Drive in Lexington." and a "READ MORE" button. At the bottom of the page, there is a browser address bar showing "https://outlook.office.com/owa/stu.fayette.kyschools.us" and a "Show all" button.

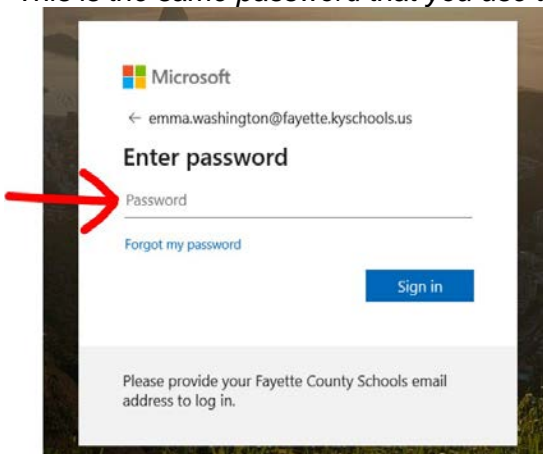
****We do not use Gmail. You must use your school login.**

2. Type your email account in the line right below the bold words that say **Sign in** like below.



3. On the Next page (see picture below) you should type your password in the line under **Enter password** then click the blue button that says **Sign in**.

**This is the same password that you use to log into the Chromebook and all of your Google Apps.*



4. If you get the page that asks if you want to Stay signed in, click **Yes**.

