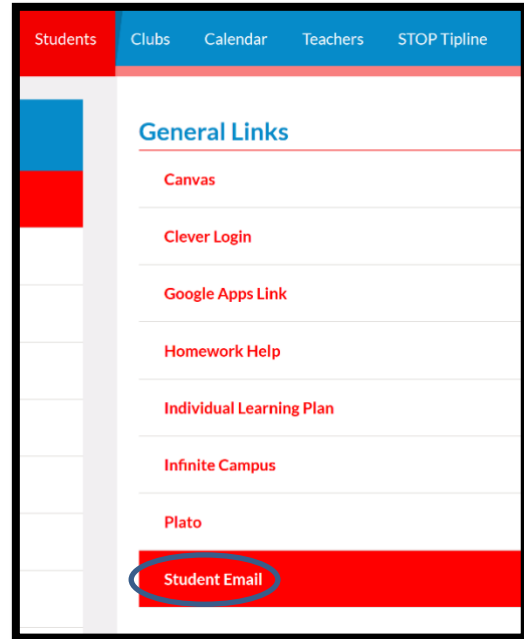
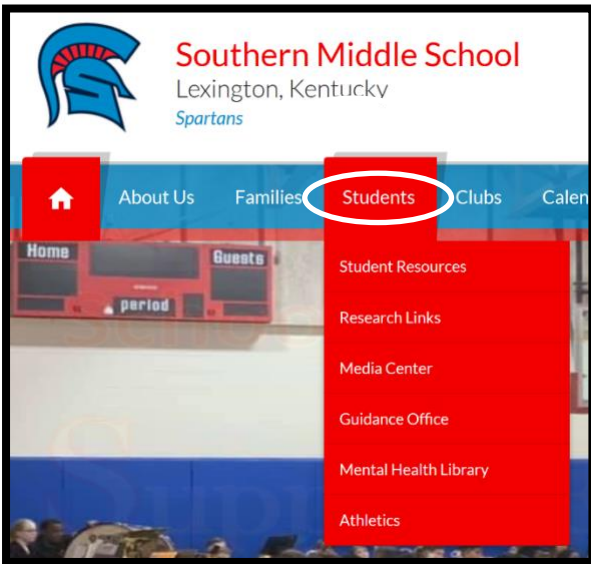


How to Access Student Email – Southern Middle School

1. Go to Southern Middle School's webpage: <https://www.fcps.net/Page/103>
2. Click on the **STUDENTS** link.
3. Then **click** on **STUDENT EMAIL**.



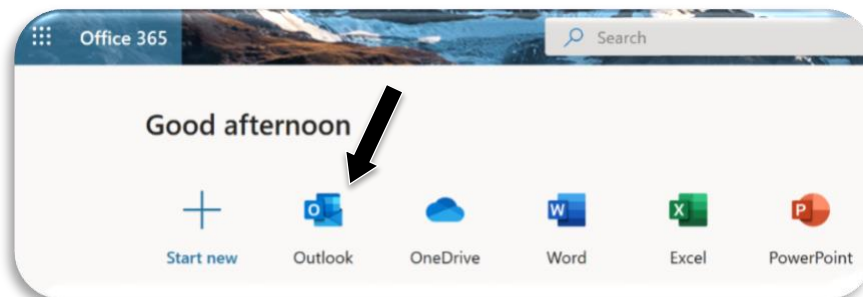
*****You can also get to the student email by going to OFFICE.COM.**

If it asks you to login:

To login, your username is your school email address.

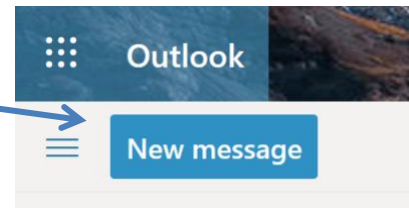
- **your official first name.last name@stu.fayette.kyschools.us**
- Your password is the same password you use to get on the school computer.

4. Then click on “**Outlook**” (Email program)

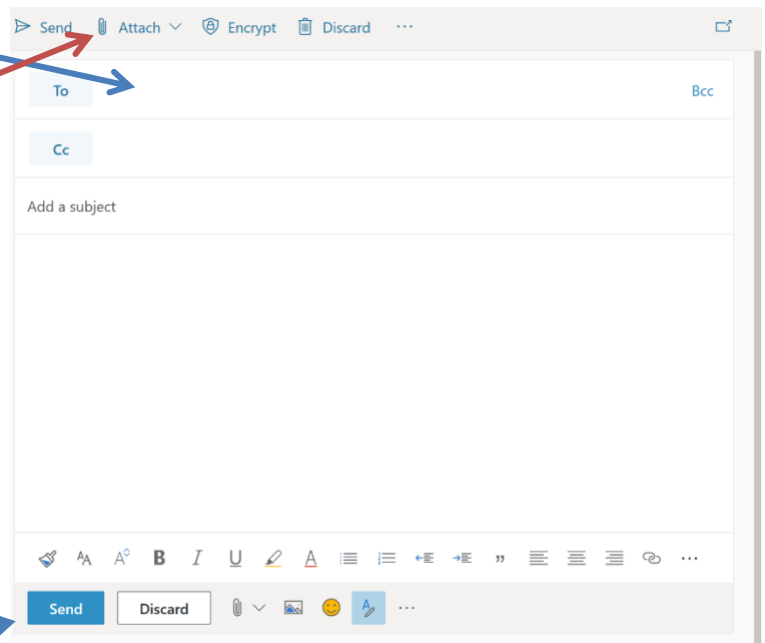


How to send an attachment via email:

1. Click on **“NEW Message”** in the upper left hand corner.



2. Type in the **email address (es)** of those you want to send the email.



3. Then click **“Attach”** to attach your file.

- Find where you saved your file (*Browse Computer or Browse Cloud Locations*)

4. When finished, click **“Send”**