

## BCSD Student Email and Office 365 Basics

All BCSD students in grades 6-12 have been provided an email account for educational purposes. This account will:

- Allow students access to Office 365 including Word, Excel and PowerPoint and Publisher
- Eliminate the need for flash drives to transfer files between school and home
- Allow students to email assignments to teachers and work on group projects with other students
- Provide an email account for students to use when completing college applications and registering for college entrance exams
- Be **monitored** to insure its use is appropriate and in accordance with BCSD Student Acceptable Use Policy
- Be limited to emailing teachers and students and will receive email from only educationally approved sites (.edu, gov, .ncaa.org, turnitin.com, SAT, ACT, etc.)

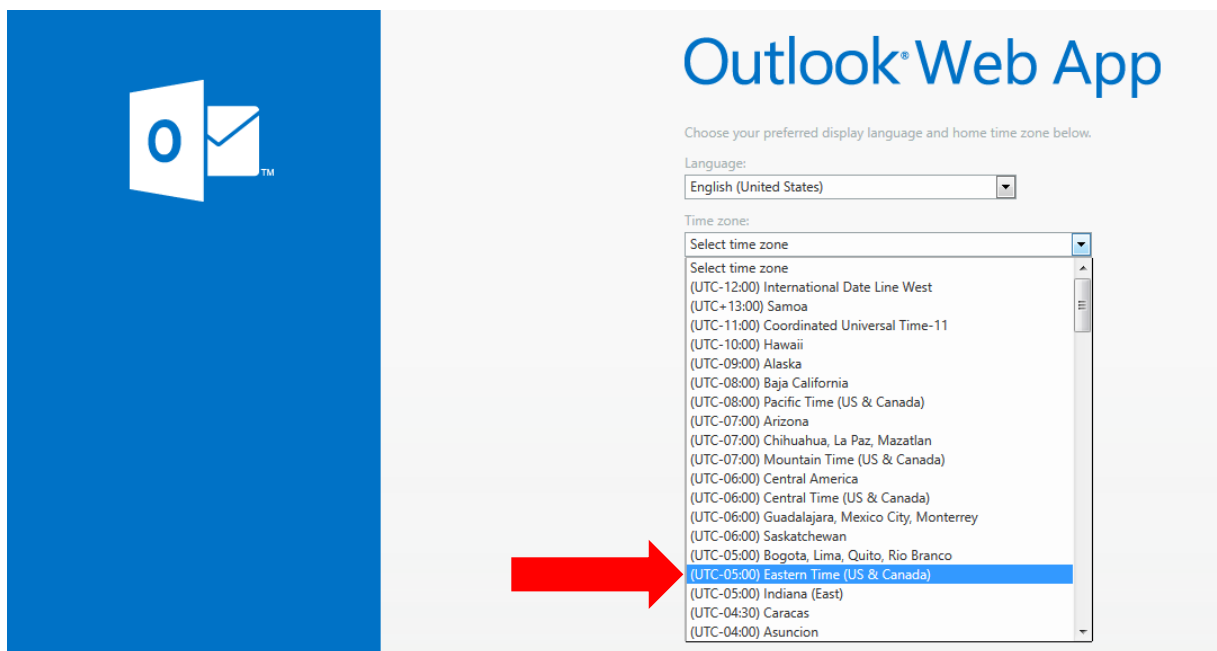
Students can access their accounts direct at [webmail.bcsdschools.net](http://webmail.bcsdschools.net) OR students will access their accounts by going to <http://bcsdschools.net> or the HHS webpage and clicking on WebMail below District Site Shortcuts.

The screenshot shows the Berkeley County School District website. At the top, there is a navigation bar with links for 'Our District', 'Back to School', 'Schools', 'Students and Parents', 'School Board', 'Administration', 'Departments', and 'Calendars'. Below this is a large banner with the text 'moving Berkeley forward' and a green arrow graphic. A table lists public forums for various schools, including Stratford High, Cane Bay High, Timberland High, Berkeley High, Cross High, Daniel Island School, Goose Creek High, and Hanahan High. In the bottom left, there is a 'District Site Shortcuts' button with a red arrow pointing to it, and a 'Webmail' link below it.

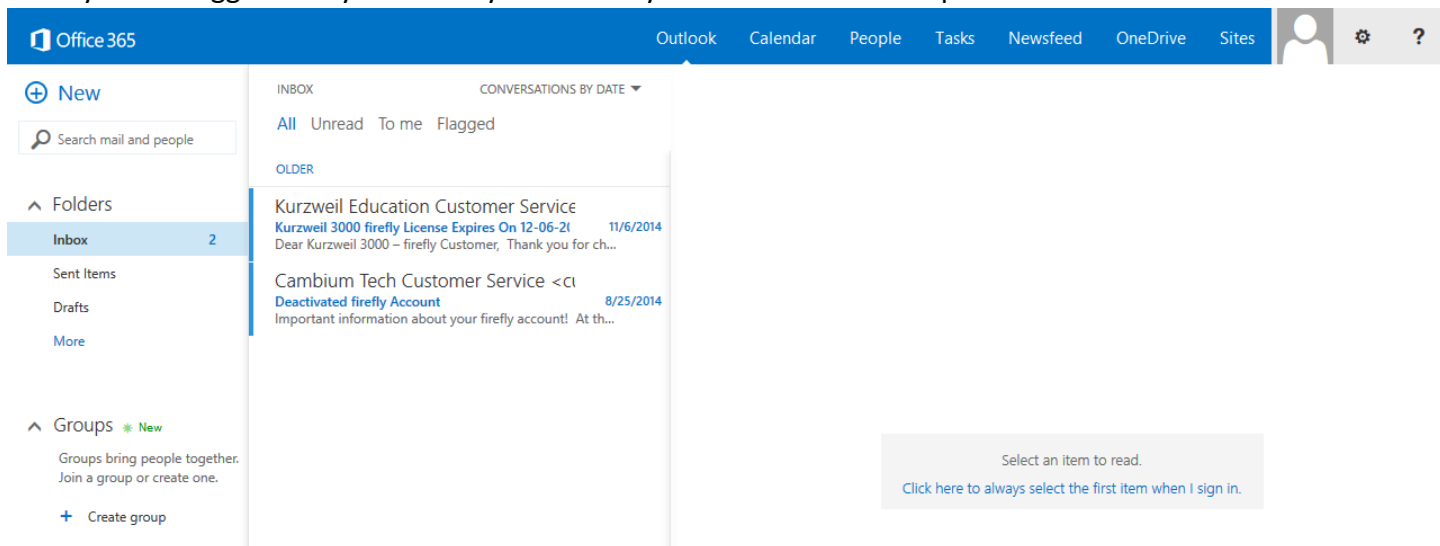
Then enter your [lastname.firstname@bcsdschools.net](mailto:lastname.firstname@bcsdschools.net) and **three zeros followed by your student computer login number (ex. 00012345)**.

The screenshot shows the Office 365 sign-in page. The page has a white background with a blue header containing the Office 365 logo. Below the logo is a sign-in form with the following elements: a text input field for the email address containing 'lastname.firstname@bcsdschools.net', a password input field with a red arrow pointing to it, a checkbox for 'Keep me signed in', and 'Sign in' and 'Cancel' buttons. At the bottom, there is a link for 'Can't access your account?'.

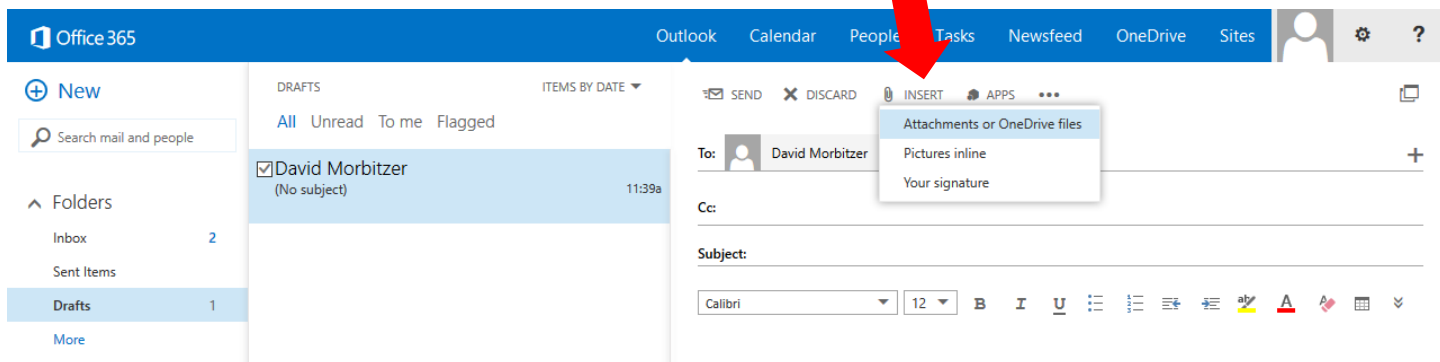
Once you login set the appropriate time zone (Eastern); then click **SAVE**.



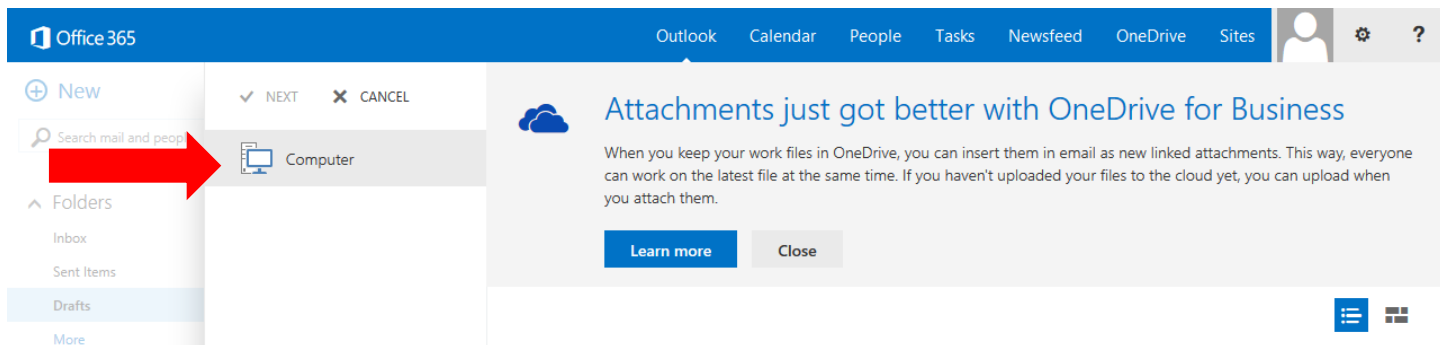
Once you are logged into your email you will see your inbox and other options such as Calendar and OneDrive.



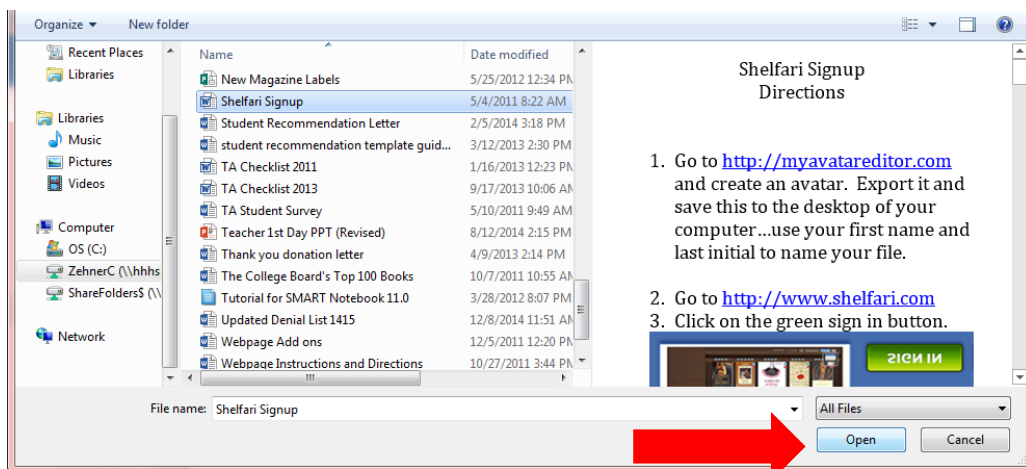
To create a new email click **NEW** then enter the teacher or student's email address (get this from your teacher or group member). To attach a file, click the Insert button.



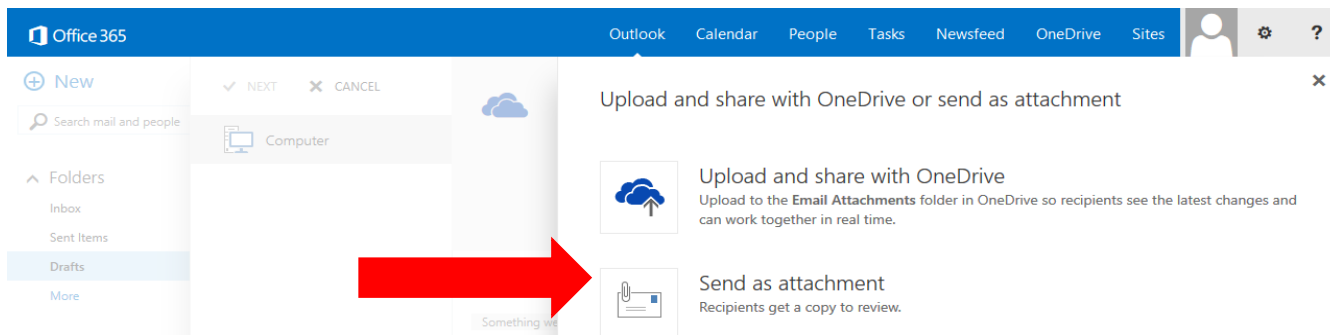
Click Computer to attach files from your User Folder.



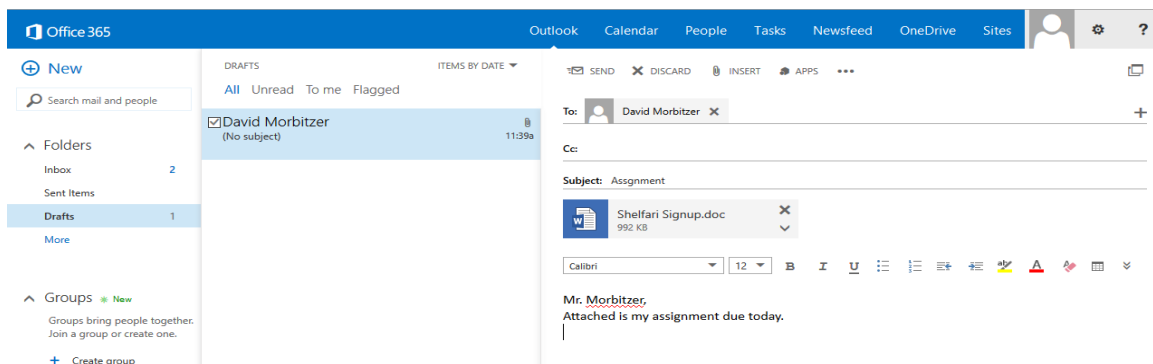
Then find the file you want to attach and click **Open**.



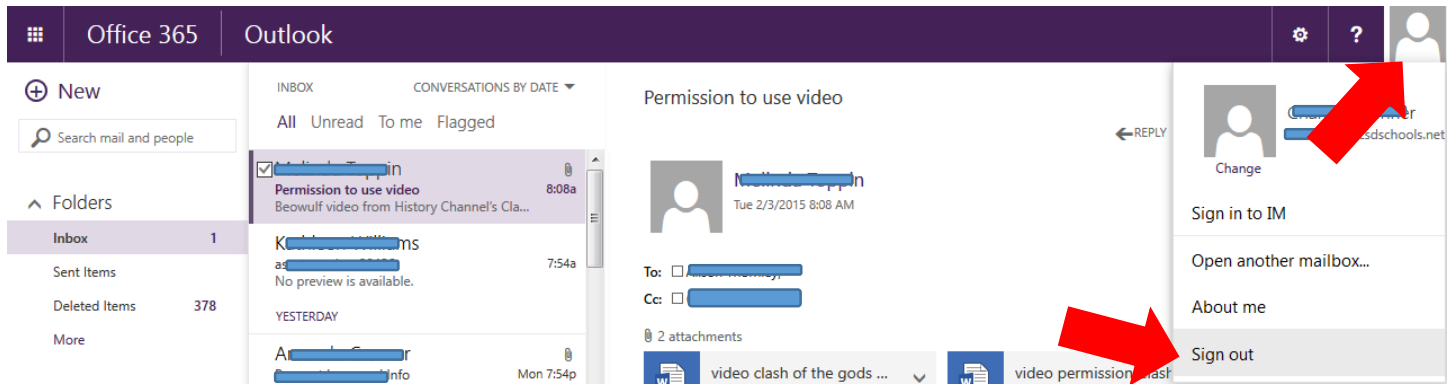
You can now send the file as an attachment OR upload it to OneDrive to be modified by others.



You can then type a message and **Send** your email. You will see any attachments above the message box.



To logout of your account click on the person icon in the top right corner of your screen then click **Sign out**.

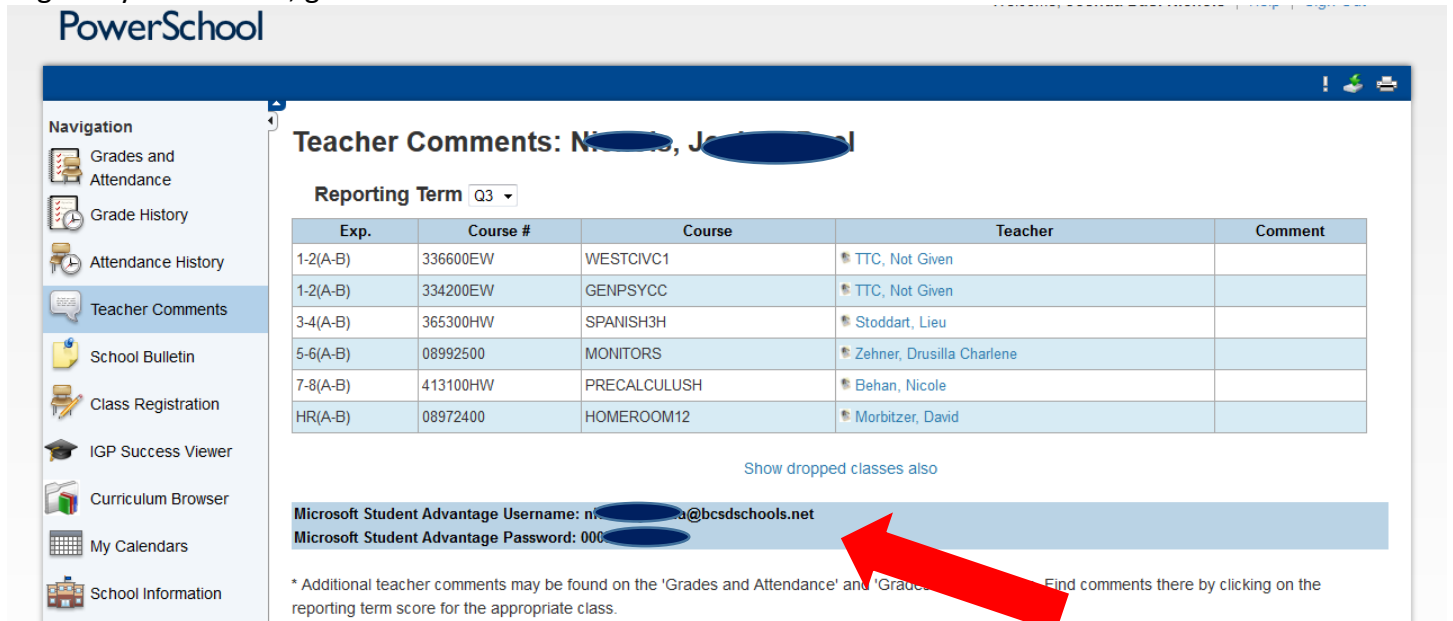


A few more important bits of information. This program is

- Due to account limits this email address should not be used to set up any accounts other than educationally related accounts.
- If a student leaves the district his/her files and account will be active for **30 days** after which time these files and account will be deleted.

To access login and password information in Parent Portal go to <https://pschool.berkeley.k12.sc.us/public/>

Login to your account; go to the Teacher Comments Screen



Student's Microsoft Student Advantage Username and Password are listed