

BCPS Student Email

BCPS Students in grades 6 to 12 now have access to email via their full BCPS username (example: ABC123@bcps.org).

Students can access their BCPS email from the internet via BCPS One, Instructional & Productivity Tools and Microsoft Online. They can also use the Outlook and/or Mail App on their personal smart phone to access their BCPS email.

Important limitations of BCPS Student Email:

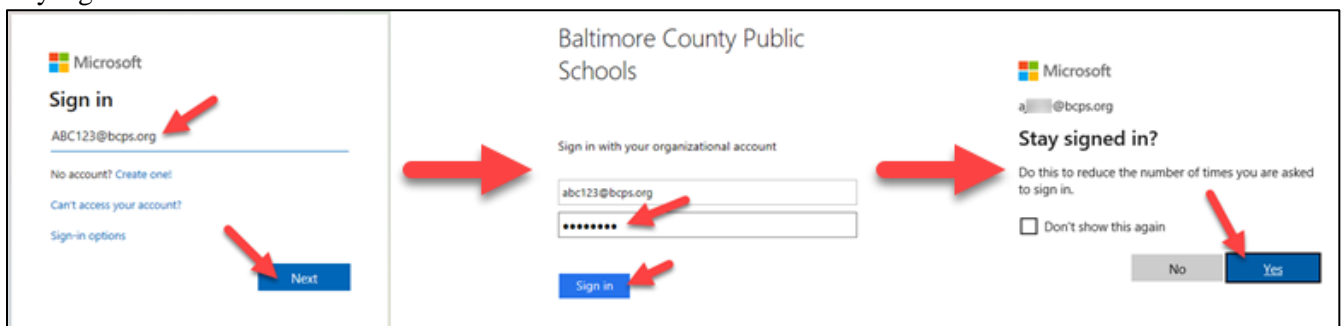
- Students CANNOT email other students.
- Students can only send email to a very few whitelisted email addresses outside of BCPS. These addresses are managed by specific BCPS courses. Students in these classes will receive guidance from their teachers on the email addresses they can use.
- Students CAN email ALL teachers in BCPS if they know a teacher's email address; however, the students' Global Address Book will ONLY list the teachers that are at their academic level (middle and high).
- ALL mail is archived so there is a record of ANY email sent by a student.
- Teachers can email their students from their BCPS email accounts. Staff Global Address Lists now show ALL students as well.

How Students Access BCPS Email

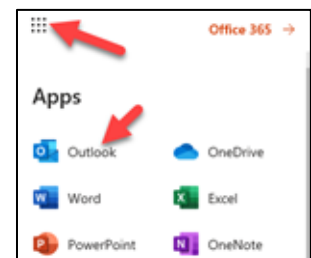
1. From a web browser go to <https://bcpsone.bcps.org> and log in with BCPS student username and password.
2. Click on the **Instructional & Productivity** tile and then the **Microsoft Online** tile.



3. If prompted sign in with student email address and click **Next**. Enter password and click **Sign in**. Click **Yes** to stay signed in.




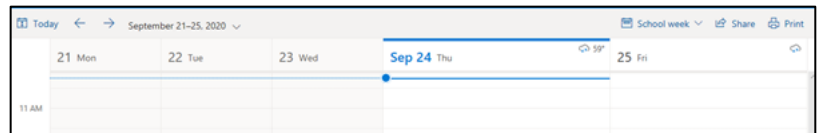
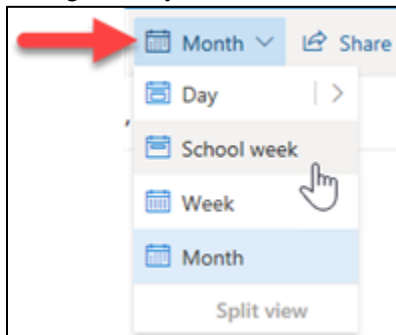
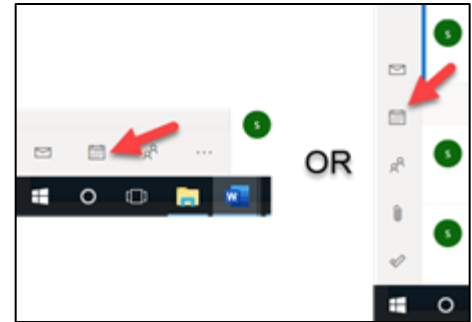
4. Access email from the **Outlook icon**  along the left-hand navigation bar or from the “hamburger icon”  in the upper left-hand corner of the screen.



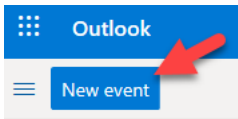
BCPS Outlook Calendar

BCPS student email accounts have a calendar available. This calendar can be used to schedule class meetings and other BCPS related activities. When logged into Outlook online students will receive notifications when events on their calendar are about to begin based on the notification settings used. If students set up their email address on their smartphone notifications will appear on that device as well.

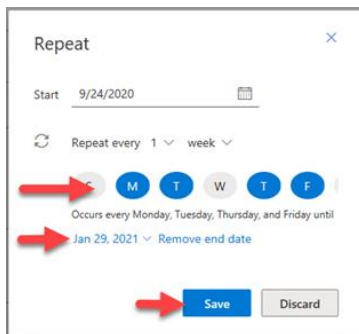
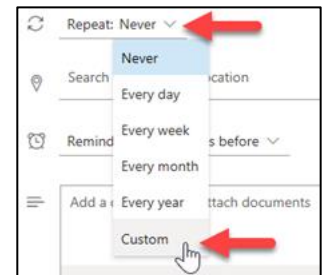
1. From Outlook online click the **Calendar icon**  from the left-hand or bottom left-hand corner of the Outlook window.
2. Use the pull-down menu in the upper right-hand side of the calendar window to select the desired view (Day, School week, Week, Month). For example, School week will only display Monday through Friday for the current week.)



3. To add an "event" click the **New Event** button in the upper left-hand side of the calendar window.

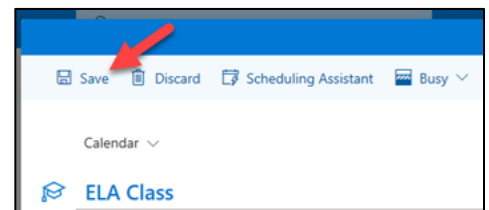


4. Complete the field to schedule the event as desired. A repeat schedule can be assigned to an event for reoccurring items such as class meetings. Click the down arrow next to the **Repeat:** field to select options. Use **Custom** to set up classes for Monday/Tuesday and Thursday/Friday.



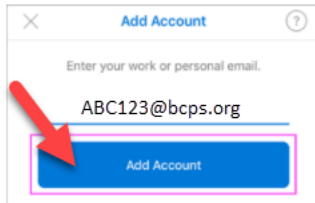
Click the days that the event will be held and select the end date for the series of events. (For example the last day of the semester.) Click **Save** when done.

5. Finally click the **Save icon** at the top left of the event creation window to save the event and place it on the calendar.



Outlook on an iOS Device (iPhone)

1. Download Outlook for iOS from the iOS App Store.
2. Enter your full BCPS email address and then tap **Add Account**.

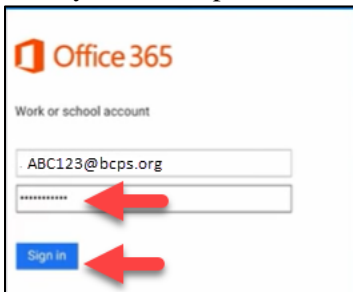


3. Enter your BCPS password and tap **Sign In**.
4. Accept any prompts for permissions and swipe through introduction screens.



Outlook on an Android Device

1. Download the **Outlook for Android** app from the Google Play Store.
2. Tap **Get Started** and type your BCPS email address and click continue.
3. Enter your BCPS password and click **Sign In**.



4. Accept any prompts for permissions and swipe through introduction screens.