

## BSSD Student Email Access

### Two Options to Access BSSD Student Email on Your Device

1. Through the Outlook application
2. Through your current email application

*\*Accessing your email through Outlook would be the preferred method because your school email and personal email will be easier to manage and will be kept separate.*

### Accessing Your Student Email Through Outlook

1. Download the Microsoft Outlook app
2. If asked which type of account you want to add, choose work or school.
3. Type your student email address (format is [firstinitial.lastname@bssdstd.net](mailto:firstname.lastname@bssdstd.net))
  - a. For example:  
If your name is Joanna Appleseed your student email will be [j.appleseed@bssdstd.net](mailto:j.appleseed@bssdstd.net)
  - b. Your student email address may have a number after your last name.  
If you aren't sure what your email address is ask a teacher.
4. Type your password (student ID #)
5. You should now have your device setup to receive and send emails from your student email account.

**\*\*NOTICE\*\***

When in Outlook on a mobile device there may be a Focused Inbox and an Other Inbox

- a. There may be important emails in the Other inbox, so it might be a good idea to turn off the Focused Inbox feature in the app.
- b. You can turn off Focused Inbox in the Settings of the Outlook app.

### Accessing Your Student Email Through Your Default Email Client

Use the Following Settings

- Server: outlook.office365.com
- Domain: bssdstd.net
- Username: your student email address
- Password: your student ID