

# Access to Student Email & OneDrive

- 1. Go to <https://login.microsoftonline.com/>
- 2. Type the full email address in the blank and select “Next.”
- 3. Type student password using BCS password scheme and select “Sign In”
- 4. Check the “Don’t show this again” box and select YES to stay signed in.
- 5. Student is now logged into Office 365. Outlook is their student email. OneDrive is their cloud storage account.

The image shows a sequence of three screenshots from the Microsoft sign-in process and the Office 365 dashboard.

**Top Screenshot: Microsoft Sign in**  
The Microsoft logo is at the top left. Below it, the text "Sign in" is followed by the email address "riley.anderson@bartlettpanthers.org" in a blue font. Below the email field are two links: "No account? Create one!" and "Can't access your account?". A "Next" button is visible on the right side.

**Middle Screenshot: Enter password**  
The text "Enter password" is at the top. Below it, the password "Rian31561" is entered in a blue font. A "Forgot my password" link is on the left, and a "Sign in" button is on the right. Below the password field is a "Stay signed in?" section with the text "Do this to reduce the number of times you are asked to sign in." and a checked checkbox for "Don't show this again". "No" and "Yes" buttons are at the bottom right.

**Bottom Screenshot: Office 365 Dashboard**  
The dashboard is titled "Good afternoon" and has an "Install Office" button with a dropdown arrow in the top right. It features a grid of application tiles: "Start new" (plus icon), "Outlook" (envelope icon), "OneDrive" (cloud icon), "Word" (W icon), "Excel" (X icon), "PowerPoint" (P icon), "OneNote" (N icon), "SharePoint" (S icon), "Teams" (T icon), "Sway" (S icon), "Forms" (F icon), and "Stream" (play button icon).