
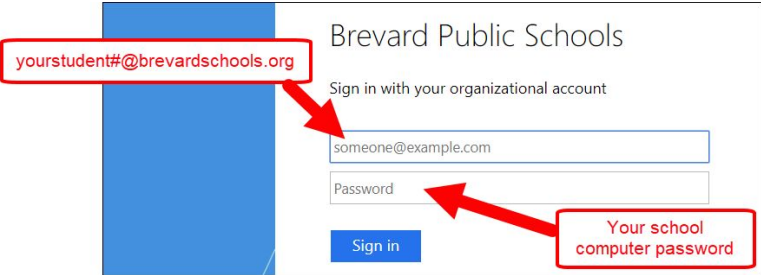


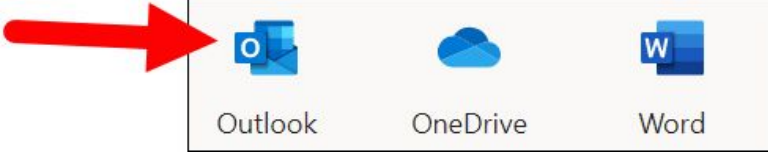


FOCUS - Students Receiving Emails

Link to this page: bit.ly/bpsfocusstudentemails

When students receive emails via Focus, the email address that the message is sent to is the student's Office 365 account. This email address cannot be changed as it is uploaded nightly to Focus. Students Office 365 email address is **Student#@st.brevardschools.org**

To access your Office 365 account, follow these directions.

<p>1.</p>	<p>Go to the Brevard Schools website at www.brevardschools.org</p> <p>Click the Launchpad icon on the homepage.</p>	
<p>2.</p>	<p>Log in with your regular district account.</p> <p>Student Username: Yourstudent#@brevardschools.org</p> <p>Student Password: Your school computer password</p>	 <p>Example: a student with student number of 1234567 will have a username of 1234567@brevardschools.org</p>
<p>3.</p>	<p>Click on your Office 365 icon.</p>	
<p>4.</p>	<p>When this box opens, choose No if using a shared computer.</p>	
<p>5.</p>	<p>Click the Outlook icon.</p> <p>You may be prompted to select a time zone the first time you sign in.</p>	
<p>6.</p>	<p>If the emails do not display under the <i>Focused</i> folder, look in the <i>Other</i> folder.</p>	