



## *Student Email and Office 365*

New for Lawton Chiles Middle School students is Office 365 and email provided for free by the Seminole County Public Schools.

I know...you are probably thinking, "*Oh great, another email account.*"

Well, this one is a little different, and here is how:

1. This email account is your official SCPS email account that all your teachers will be able to use to send you grade updates, assignment reminders, etc... all things to make your school life better, and hopefully help you succeed at Lawton Chiles Middle School.
2. With this free email account you also get access to installing many of the Microsoft software products on your home computer, personal laptop, iPad, and phone.
  - a. Word
  - b. Excel
  - c. PowerPoint
  - d. Outlook
  - e. OneNote
3. You will also have access to OneDrive. In OneDrive you can keep all the school files you need for your classes and assignments. They will be available wherever you are in the world as long as you have Internet access. No more worrying about where you saved your files. They are in the Cloud.

Ok so now...*does this sound better?*

## *It's not just email...it's so much more, and it's all free to students of SCPS!*

To log in and begin using your new found tools, go to the Lawton Chiles Middle School home page, go to the Students tab, and click on **EPASSPORT** on the left navigation menu. Once you get to the ePassport login screen, you log in with the same user name and password you use to sign in to a computer at school. Then click on **Office 365** under the Applications link.



*Have Fun... Make it work for you!*