



## *Student Email and Office 365*

New for Lake Mary High School students is access to  Office 365 and email complimentary of 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:

- This email account is your official SCPS email account. Your teachers will now be able to send grade updates and assignment reminders to this account; which will hopefully help you to succeed at Lake Mary High School.
- 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. (Up to 5 installs)
  - Word, Excel, PowerPoint, Outlook, OneNote
- You will also have access to *OneDrive for Business*. In *OneDrive for Business*, you can keep all of the school files you need for your classes. 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 powers, go to the Lake Mary High School home page, click on **Online Resources** and then click on **Student Email** and then locate the link for the **ePASSPORT** Portal. Log in with the same user name and password you use to sign in to a computer on campus. If you have any questions, see the Media Specialists in the Media Center.

But wait, there's more. You can also set it up on your phone!

Android (<http://tinyurl.com/k8xncb4>), Apple (<http://tinyurl.com/myyztat>)

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

<p><b>WEBSITE</b> – <a href="http://portal.scps.k12.fl.us">http://portal.scps.k12.fl.us</a> <b>USERNAME:</b> same as computer <b>PASSWORD:</b> same as computer Once you login, click "Office 365" <b>STUDENT EMAIL ADDRESS</b> – (Student ID)<a href="mailto:student.myscps.us">@student.myscps.us</a></p>
---

