



BROWNSBURG COMMUNITY SCHOOL CORPORATION

TECHNOLOGY SERVICES

Student Email Information

Visit this website to access email and OneDrive – <https://mail.office365.com>

- Your login is: **studentID#@brownsburgstudents.com**
- You should see the Brownsburg Community Schools logo at the top of the password screen.



← 222000000@brownsburgstudents.com

Enter password

Password

[Forgot my password](#)

Sign in

- Enter your school computer password and click **Sign In**
- The first time you log in, you will need to set your Time Zone. Choose Eastern (US & Canada)

o Outlook

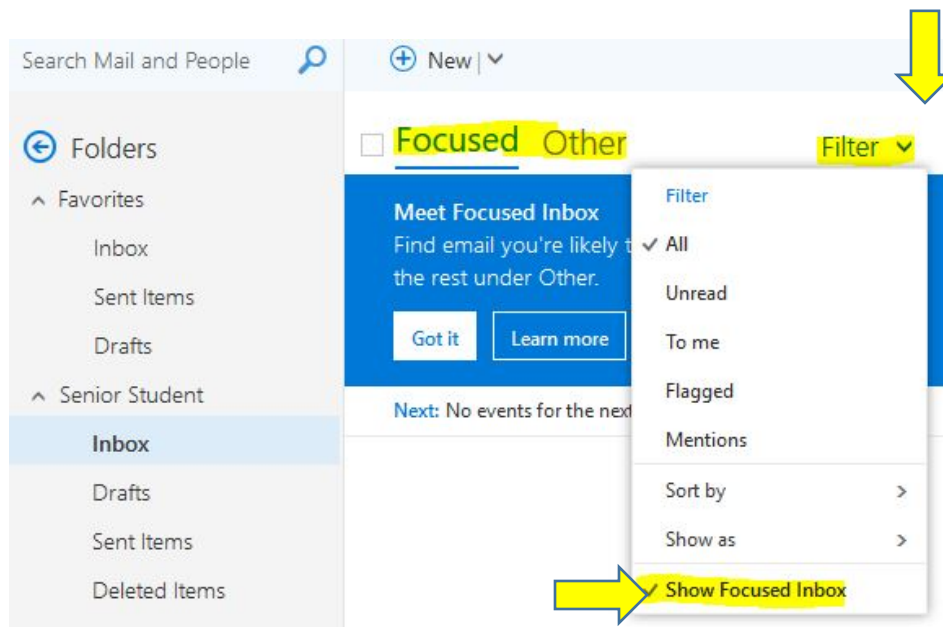
Choose your preferred display language and home time zone below.

Language:
English (United States)

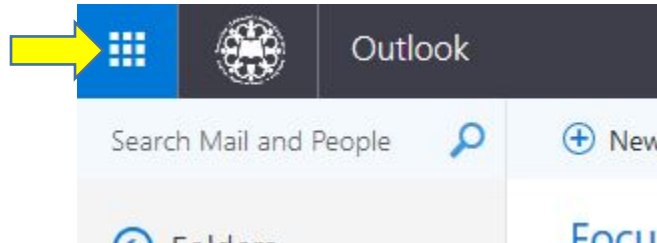
Time zone:
C-05:00 Eastern Time (US & Canada)

Save

- The default setting for your account is to show the Focused Inbox. You can turn this off by unchecking the option in the Filter List shown below. If you leave it on, you must remember to check both tabs when looking for email.



- To access OneDrive, Click on the Waffle (9 dots) in the upper left corner



- Select OneDrive in the list of apps.

