

## Francis Howell School District Student E-mail & File Storage Instructions

FHSD secondary students are now provided with district email and Skydrive accounts (online file storage). The new email and file storage system is not for personal use and should only be used for educational purposes. SkyDrive is storage for the students to keep their school related electronic documents. Students can upload any file type to their Skydrive account as long as it is below 25MB. The documents can be accessed at home, school, or any place with an Internet connection. Within Skydrive, students also have access to use some of the Microsoft Office programs for free (Word, Excel, PowerPoint, and OneNote). Students now have 10 gigabytes of email storage and 25 gigabytes of Skydrive document storage. The steps below explain how a student will log-in to their e-mail and Skydrive account.

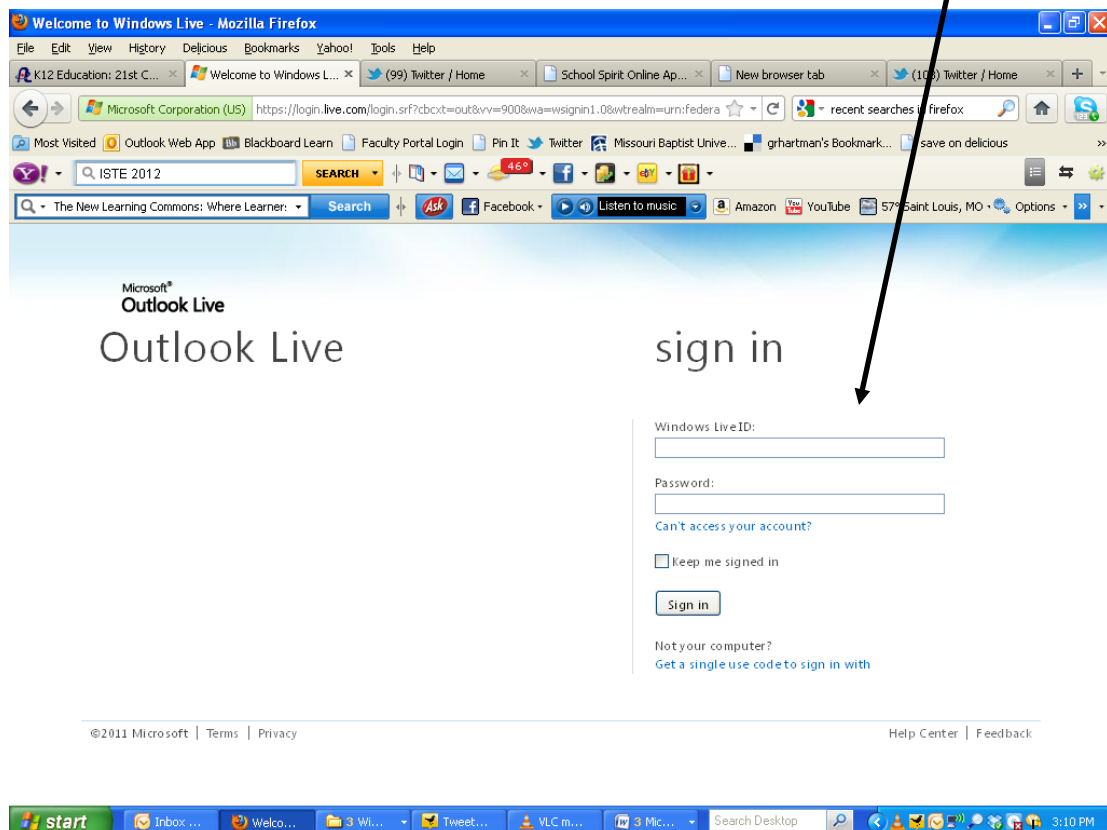
1 - Students can access Outlook Live via the desktop shortcut called "Outlook Live" or by going to outlook.com

2 – On the Outlook Live log-in page, the students will login with a Windows Live ID. Each students ID is in the following format:

Student first initial, last name, and last 3 digits of student ID, @my.fhdschools.org

For example, a student named John Doe with an ID of 111999 would be: [jdoe999@my.fhdschools.org](mailto:jdoe999@my.fhdschools.org)

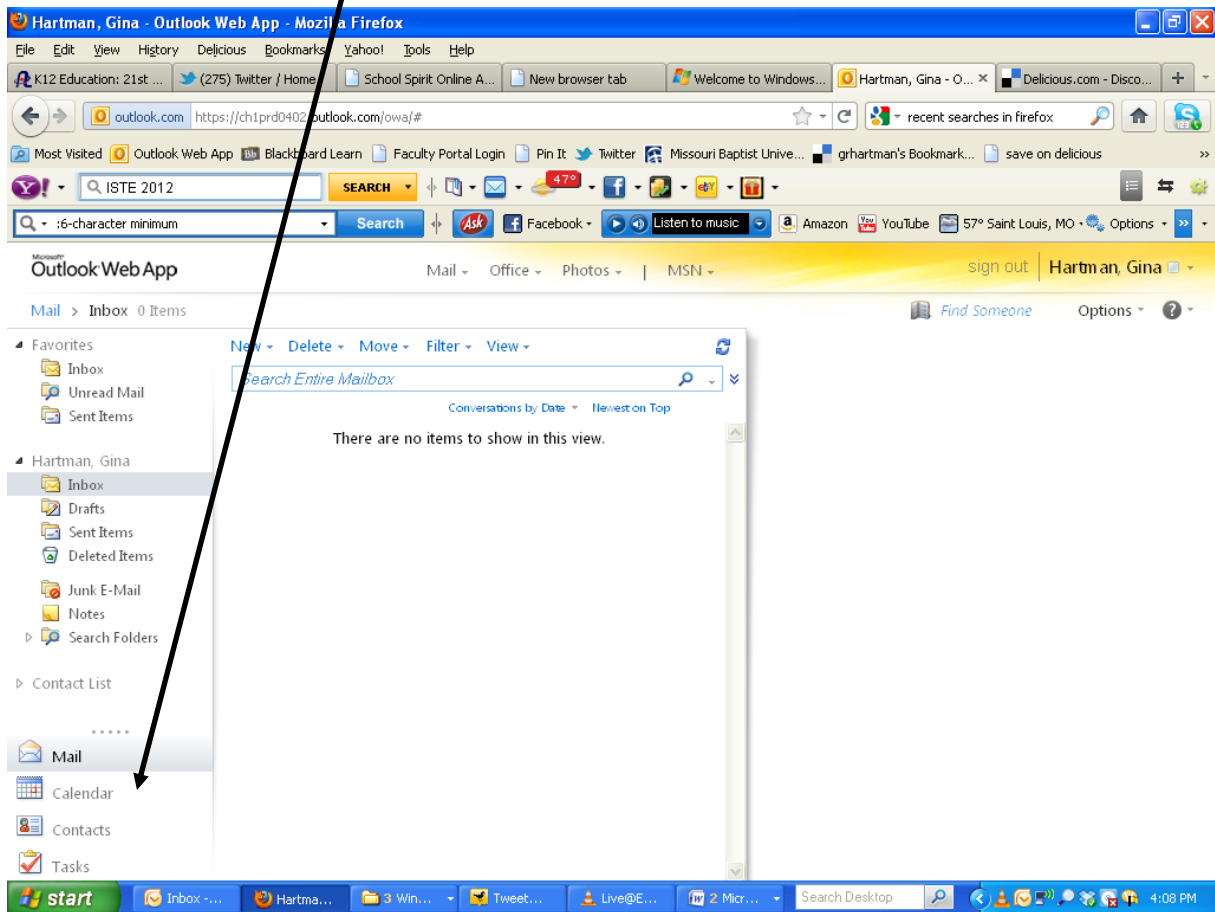
The student's password will be their student ID number, but they will be required to change this the first time they log-in. This will help prevent students from gaining access to other accounts.



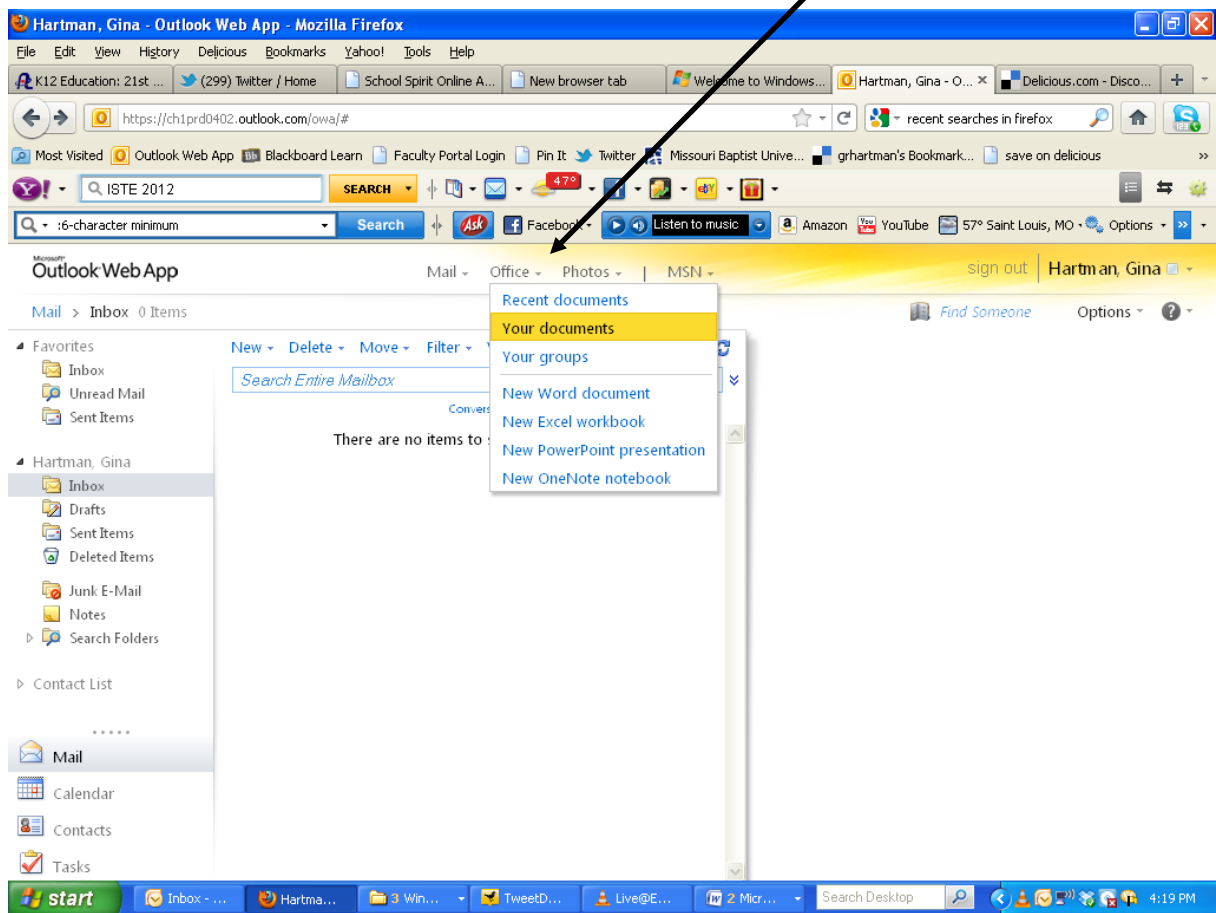
3 – After the students change their password they will be prompted to log-in again using their new password.

4 - The first time students log-in they will need to select the “Central (US & Canada)” time zone and select “OK”.

5 – The students should now be logged into their email account. Notice that the students have an electronic calendar and task list in their email account also.



6 – Students can navigate between their email and Skydrive account by selecting the “Office” dropdown menu. They can store their documents here and access an online version of Word, Excel, PowerPoint, and OneNote.



If you have more questions about student email and Skydrive please look at the video in Atomic Learning. You can also contact your building Instructional Technology Specialist (ITS).