To access your office 365 account using Outlook Web App:

Open Google Chrome or Internet Explorer:



Google Brockton Public Schools:

Click on BPS EMAIL:



Enter Username and Password – Click Sign in:

O Uutlook Web App X		х
← → C ● Secure https://hybrid.bpsma.org/owa/auth/logon.aspx?rep	laceCi 🕁	:
Outlook [.] Web App		
Security (show explanation) This is a public or shared computer This is a private computer Use the light version of Outlook Web App		
User name: johndoe		
Password:		
Sign in		
Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.		

It will ask you if you want Google Chrome to save your password for this site, Click NEVER.

IE will ask at the bottom of the page if you want to store the password for bpsma.org – click Not for this site.

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Then Click the link below:

Enter BPS e-mail address and Password:

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You will then be redirected to Office 365:



Enter your Password and click Sign in:

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$\leftrightarrow \Rightarrow {\tt G}$	Secure https://fs.bpsma.org/adfs/ls/?client-request-id=7e561	552 🕁	:
	fs.bpsma.org		
	Sign in with your organizational account		
	johndoe@bpsma.org		
	Sign in		
	© 2013 Microsoft		

You will see the following screens....



Click the arrow to continue:



Language – English

Time Zone – Eastern Time

Click arrow to continue:



Click arrow to continue:



You can add your signature here or modify it later.

Click arrow to continue:





Click Let's go:





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and scheduling events. → Discover + Create Markov Markov Mark	✓ Show Fo	cused Inbox		Click	c here to) alway
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Click on Filter and then click on Show Focused Inbox to uncheck it.

You are now able to begin using your e-mail account.

