How to Access Student Email: Office 365

Do not copy the student email/username or the password and paste into the portal. Doing so may cause issues.

Office 365 Passwords expires every 180 days (a full school term). Please be sure to reset your password through the Password Management Portal under <u>myBSU</u> at beginning or end of every term.

Before you start, please do the following:

- Close all open browsers and start a new browser session.
- In Internet Explorer, open an InPrivate browser session.
 - Right-click the Internet Explorer icon on your desktop or Start menu, and then click Start InPrivate Browsing.
- Clear your browser's cache and cookies:
- 1. In Internet Explorer, click the **Tools** icon, and then click **Internet Options**.
- 2. On the General tab, under Browsing history, click Delete.
- 3. In the **Delete Browsing History** dialog box, select **Temporary Internet files**, click **Delete**, and then click **OK**.
- 4. Close and then reopen the browser.

STEP 1:

Go to www.bowiestate.edu.



STEP 2:

At the very top of the page click on myBSU.



STEP 3:

Under "Student Links" click on "Student Email"

Bowie STATE UNIVERSITY 1865	PROSPECT	myBSU Campus I	Map Visit Us Library	FACULTY + ST
ABOUT ADMISSIONS & FINA	NCIAL AID AG	CADEMICS & RESEARCH	CAMPUS LIFE	ATHLETICS
Home myBSU				
myBSU	myBSl	J		
	Student L	inks		
	Bulldog Co	onnection		
	Student Er	mail		
	 Blackboard 	d		
	Student Pa	assword Reset		

STEP 4: Authentication Required

Type your User Name: jdoe0214@students.bowiestate.edu and enter your password, click Log In.

Congratulations! You have access to your Office 365 email. If you continue to experience problems and need additional information, contact the **HelpDesk at (301) 860-HELP (4357)** or email us at <u>Helpdesk@bowiestate.edu</u>.