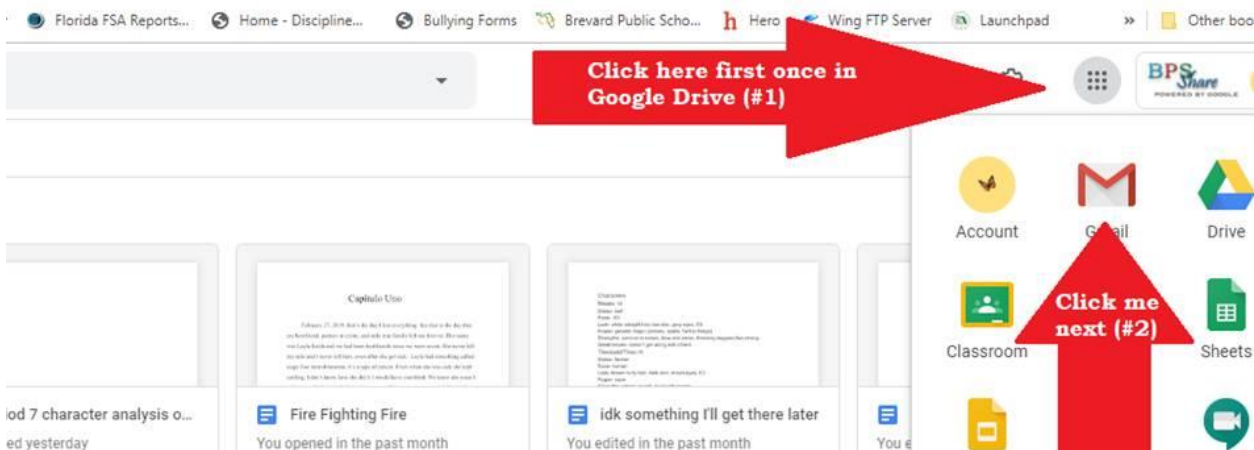


# HOW TO ACCESS STUDENT EMAIL ACCOUNTS

Students have TWO email accounts, both accessed through Launchpad. The Office 356 (orange app below) is where all of the FOCUS email messages go. Students CANNOT REPLY to a teacher's Focus email message.



The best way to email your teacher is to go through Google Drive (the blue "g" app pictured above), then click on the "waffle" to the top right of your Google Drive (see red arrow below). When you see the Gmail app icon, click that.



Once in your mailbox, click "compose" to email a teacher or send files. Teacher emails are lastname.firstname@brevardschools.org.

