

# Beauregard High School

## Email and Google

### Information

#### How Students Log into Their Lee County Email

1) Go to <https://outlook.office.com>

2) If they're at home, they'll type in their full school email: [username@students.lee.k12.al.us](mailto:username@students.lee.k12.al.us)

**3) A box will pop up asking them for their username and password. There they should enter JUST THEIR USERNAME and PASSWORD. NOT THE FULL EMAIL.**

If a student cannot remember, or does not know their username and password they should contact their classroom teacher(s) or school Media Specialist.

Mrs. Regena Spence: [spence.regena@lee.k12.al.us](mailto:spence.regena@lee.k12.al.us)

#### Logging Into Google/Google Classroom

- Google Classrooms and/ or many Google Forms are restricted to Lee County Schools Google accounts. This means that a student must be logged into his/her Google Account to access classrooms or forms.
- Student Lee County Schools Google accounts are the same as their email address and their password is the same as their windows/email password.
- If a student is using a mobile device, the Lee County Schools Google account must be added to the device to allow it to be used to sign into Classroom, Drive, or any other Google for Education apps.

Below are helpful instructions for adding your Lee County Schools Google account to the Chrome browser in a way that it doesn't cause issues if you already have a personal Google account.

#### **You're Doing It Wrong! How To Manage Multiple Google Accounts**

Link: [https://bit.ly/Managing\\_Multiple\\_Google\\_Accounts](https://bit.ly/Managing_Multiple_Google_Accounts)

by Kasey Bell from *Shake Up Learning*