

## **SCHOOL E-MAIL**

As a student at BAS you need to use your school e-mail in order to receive e-mails from the school. All communication from school, from administration, external invitations, and from your teachers, will be sent to your student.bas.org address.

### **Log on:**

Go to [www.office.com](http://www.office.com)

Write you e-mail address: [username@student.bas.org](mailto:username@student.bas.org)

Write your password

Username and password are the same for e-mail and for the print solution, and you have received this info earlier.

If you have lost/forgotten your username and password, contact the administration.

Please note that since the e-mail and print solution is connected, the password can unfortunately not be changed.

### **Access to student programs**

With the student e-mail you can get access to different student programs/subscriptions/student prices, for example:

- office for students
- archicad for students
- byggforsk.no
- standard.no
- lynda.com

### **Office365**

With the student e-mail you have access to word and excel (when online). You have also some storage space in One Drive, and can share documents with other users of Office 365

In addition, it is also possible to share calendars, course programs, messages, upload documentation etc.

If you prefer to forward the school e-mail to your private e-mail, you can do so in the settings in office.

Please note that your student e-mail account will be deleted when you have completed your study at BAS.