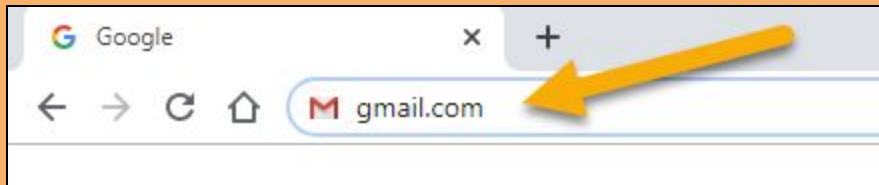


## How to access BBCU Links via fcpsschools.net Gmail (Student Directions)

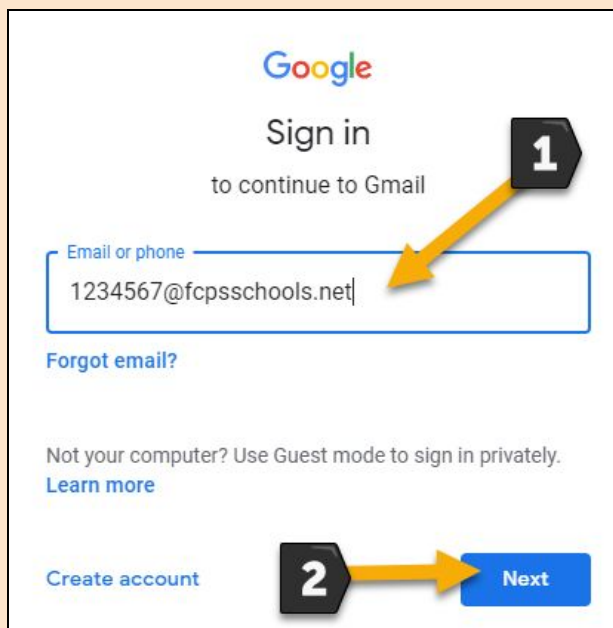
1. Open Google Chrome.



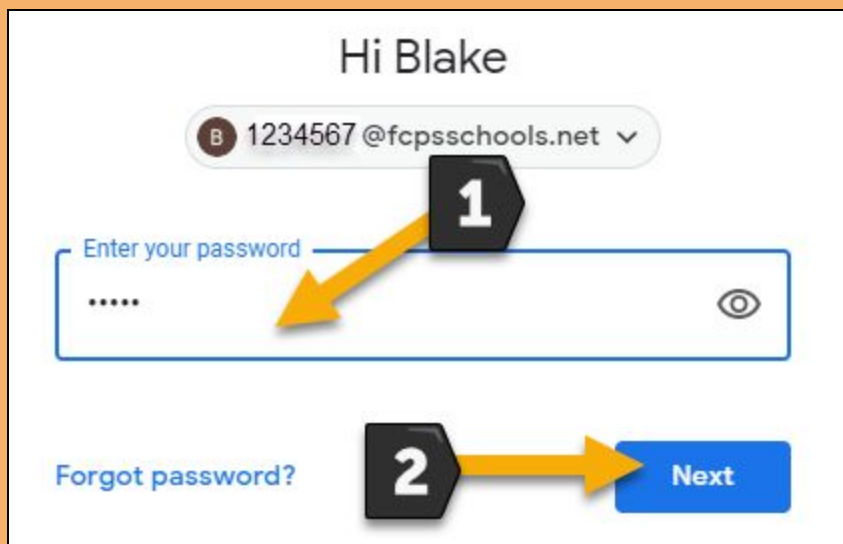
2. In the address bar (where websites go) type in gmail.com.



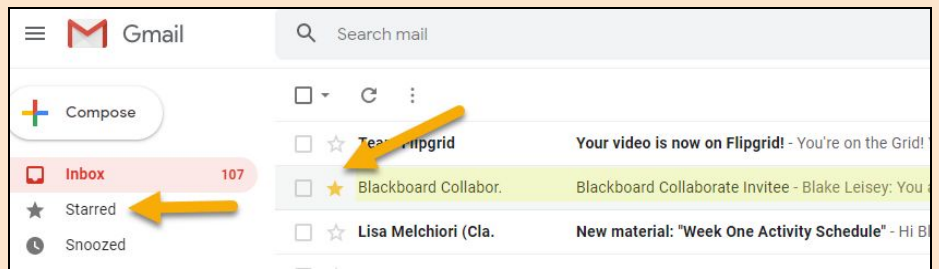
3. Sign in using your username@fcpsschools.net account, then click Next.



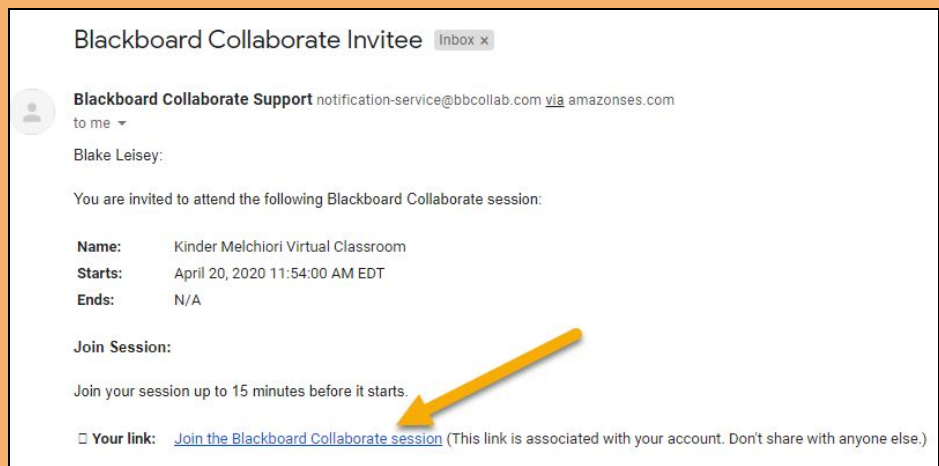
4. Type in your password, then click Next.



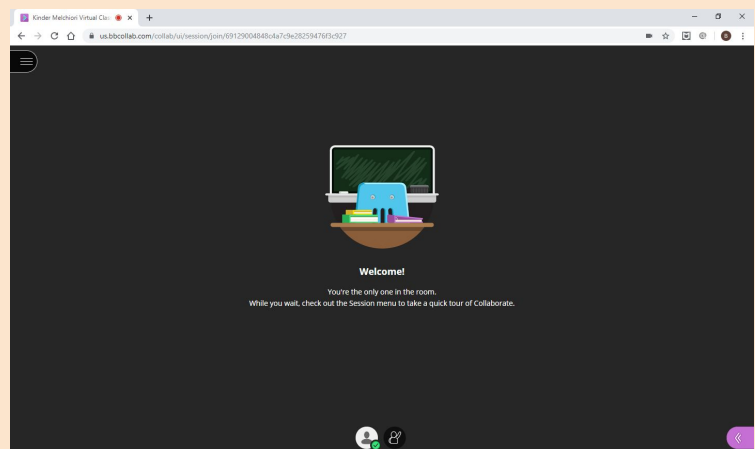
5. Look for the email entitled **Blackboard Collaborate Invitee**. Click the star next to this email so you can access it easily later from Starred.



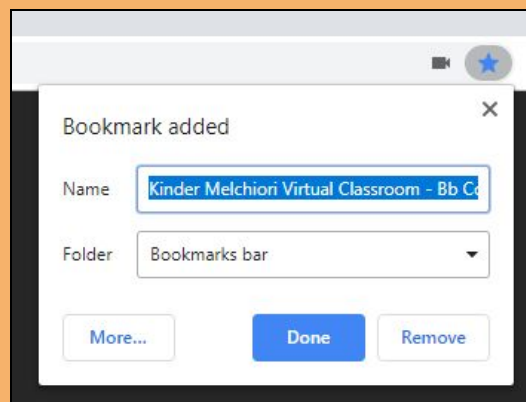
6. Click on **“Your link”** from the email.



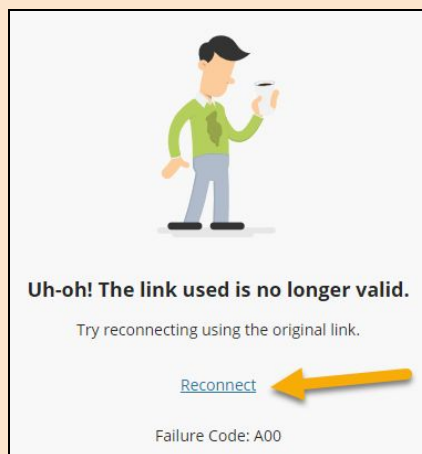
7. When you see this screen you know you're in! Wait for your teacher's directions.



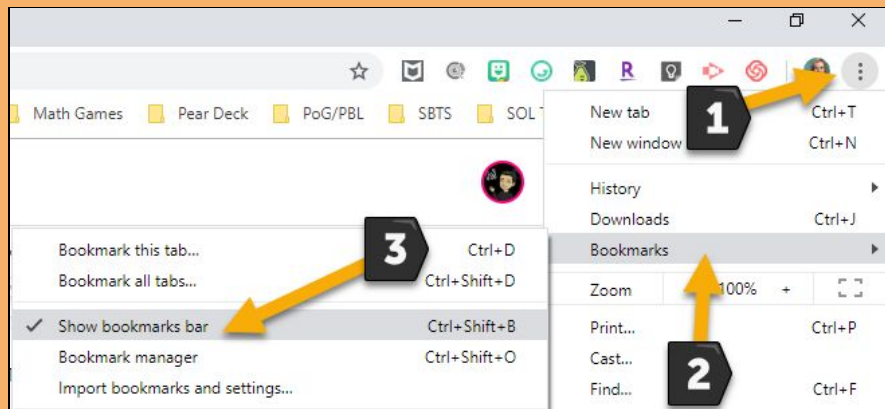
8. It's a good idea to bookmark this link. To do that click on the star in the upper right hand corner, or click **Ctrl+D**.



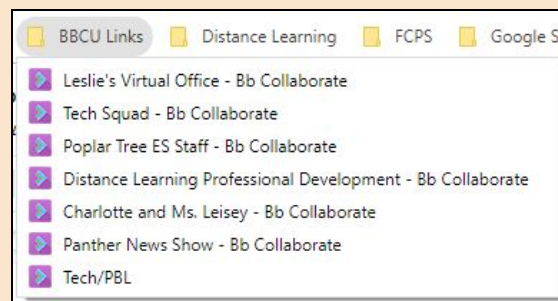
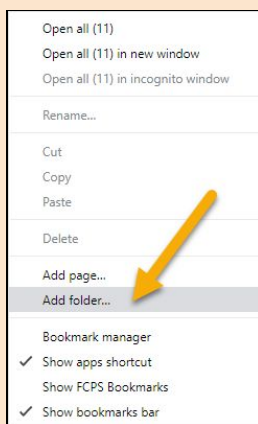
9. Next time you go to connect from your Bookmark, if you see this error message, simply click Reconnect!



10. If you don't see your Bookmarks bar, click on the 3 dots in the top right hand corner, click on Bookmarks, choose Show Bookmarks Bar, or click Ctrl+Shift+B.



11. If you have more than one link to access, you can make a folder on your bookmarks bar for all of your links. Just right click on your Bookmarks bar and choose Add folder!



**THANK YOU FOR YOUR PATIENCE AS WE WORK THROUGH THIS TOGETHER!**