



# How Can I?...



BCPS' Division of Information Technology wants to be sure you have the tools you need to succeed!

Below you will see some quick tips of how to perform some very common tasks.

## Got a new phone?

BEFORE YOU SET UP THE NEW PHONE, you will need to delete the authenticator app from the old phone. Once that is complete, you can add your BCPS email to your smart phone, you will need to use the below steps to add an email to your phone. You will need to know your BCPS username and password to complete these steps. You will also need access to your -factor authentication method (SMS, phone call).

[Add an email account to your iPhone, iPad, or iPod touch - Apple Support](#)

[Set up email in Android email app \(microsoft.com\)](#)

## Got a New Personal Laptop?

Congratulations on your new computer!

Keep in mind:

- You cannot use Intune to install software on personal computers
- You can now access Office 365 tools on your new computer
- Be sure to enroll in the self-service tool [Self-Service Password - Google Docs](#)

## Forgot your password?

Use the below link to get steps to use the self-service password reset tool

[Reset your Microsoft Password Using Self Service Password Reset - Google Docs](#)



