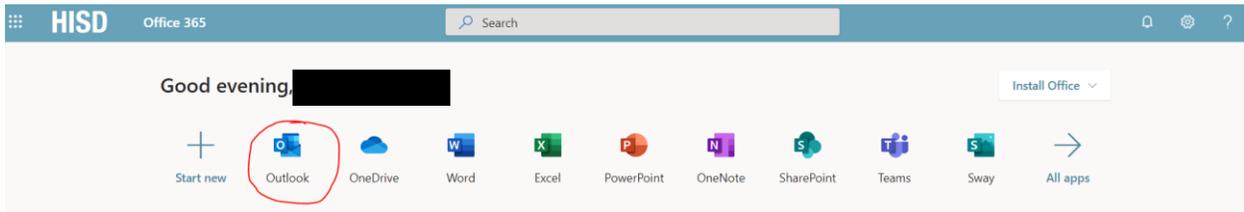


## How students can check their Microsoft Office 365 email

1. Go to [www.office.com](http://www.office.com) on a browser or download the Outlook app.
2. Sign in using HISD credentials (username: [s#####@online.houstonisd.org](mailto:s#####@online.houstonisd.org), password: HisdMMYY (birthdate in 2-digit format))

The image shows two side-by-side screenshots of the sign-in process. The left screenshot is the Microsoft sign-in page, featuring the Microsoft logo, a 'Sign in' heading, and a text input field containing 'S#####@online.houstonisd.org'. Below this are links for 'Can't access your account?' and 'Sign in with a security key', and a blue 'Next' button. The right screenshot is the 'HISD Single Sign On Service' page, with the heading 'Sign in with your organizational account'. It has a text input field with the same email address, a password input field with '#####', and a blue 'Sign in' button. Red arrows point to the email input field, the password input field, and the 'Next'/'Sign in' buttons in both screenshots.

3. Once the Office 365 homepage loads, click on the "Outlook" app to access email.



4. Once logged in, students can navigate between Outlook and other Office applications such as Word, Excel, PowerPoint, Teams, etc.