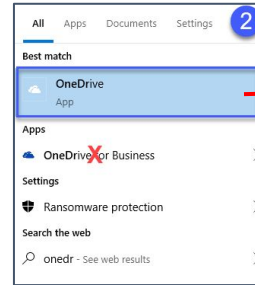
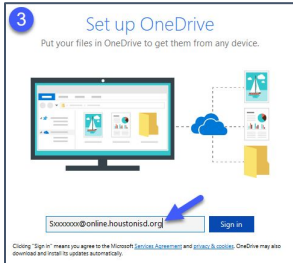


# Accessing Microsoft Office 365 - OneDrive & Email

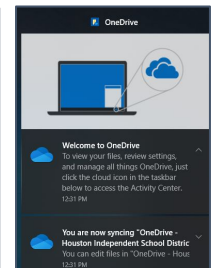
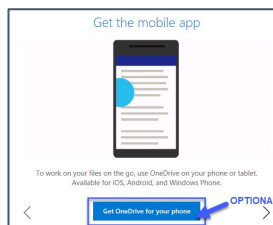
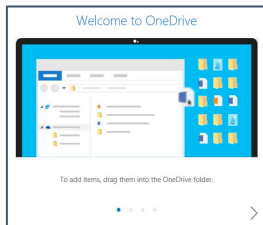
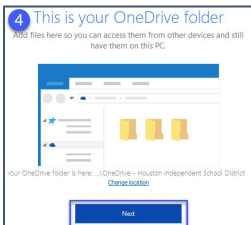
**\*\*Whenever prompted, always sign in with your HISD credentials: sXXXXXXX@online.houstonisd.org**

## Setup OneDrive

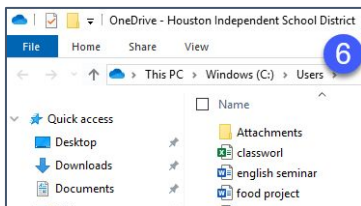
1. On your desktop, click on the Windows icon (bottom left corner) and type in **"OneDrive"**.
2. Select the *OneDrive App*, **NOT** OneDrive for Business.
3. **Sign in** with your HISD email address.




4. Click **Next** to view a short tutorial about your OneDrive.
5. Click **Open my OneDrive folder**. Notifications will appear about your new OneDrive.



6. View and upload files in your Onedrive folder under *OneDrive-Houston Independent School District* within the **File Explorer**.

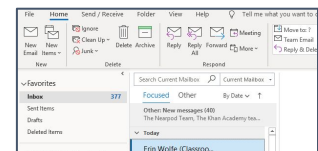
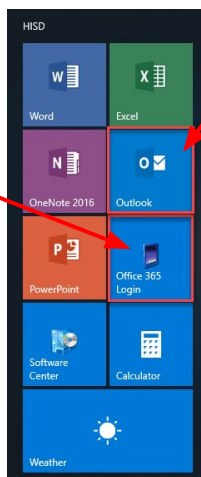
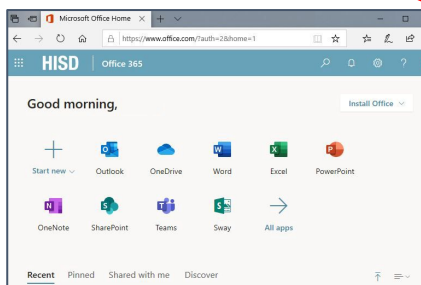


## You've Got Mail!

Click the start menu on your desktop to reveal your apps. Click the Outlook app . Follow the prompts for setup.

## Access Office 365

Click the **Office 365 login app**.



**OneDrive**  
Video Tutorial

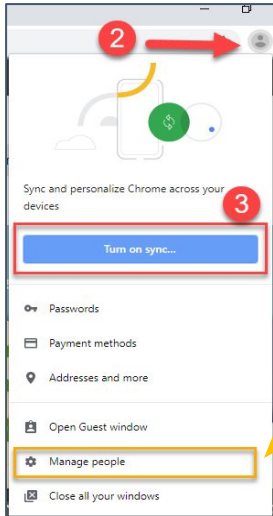


**Office 365**  
Getting Started Guides



# The Chrome Browser & Accessing Google Drive

1. Open the **Chrome**  browser.
2. Click on the head and shoulders icon  at the top right corner of your screen.
3. **Turn on Sync.**

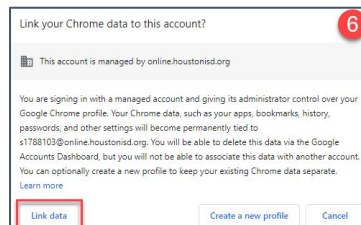
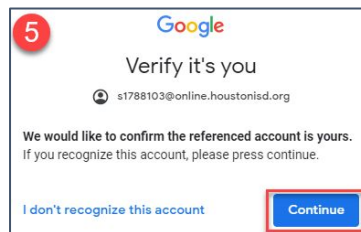
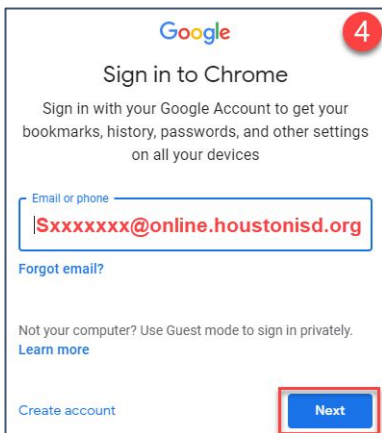


When you **sign in** to the **Chrome** browser, you can save and sync things like your bookmarks, history, passwords, etc. When you **Turn on Sync**, you can see and update your synced info on all your devices, like bookmarks, history, etc.

**\*\*If you're signed in to your personal Gmail account, click on that icon, then select **Manage People**>**Add Person**>**Edit Name**>**Select icon**>**Add**.**

-Then click on the new icon and sign in to your GSuite account using your HISD credentials. *No password needed if you're on the District's network.*

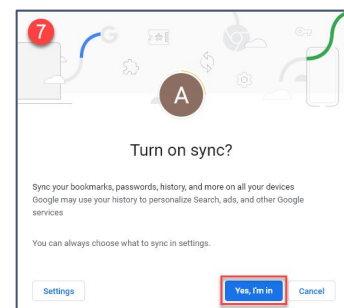
4. Sign in to Chrome using your HISD credentials: [Sxxxxxxx@online.houstonisd.org](mailto:Sxxxxxxx@online.houstonisd.org), then click **Next**.



5. Verify your account and **Accept Privacy & Terms** (first time sign in only). Click **Continue**.

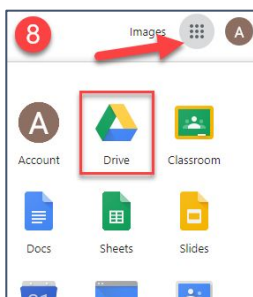
6. Click **Link Data** to have your bookmarks, extensions, favorites travel with you on other devices.

7. Turn on Sync, click **Yes, I'm in**.



## Access Google Drive

8. Click on the *gray waffle*  next to your account's icon. Then, select the **Drive** icon  ([drive.google.com](https://drive.google.com)).



**Are you signed in to your HISD Google account?**

Look for the HISD logo in the top right corner.



**Google Drive  
Video Tutorials**



**Google Drive  
Getting Started Guide**

