

# HOW TO CHECK YOUR SCHOOL EMAIL

Directions on how to access you school email using your  
school-issued laptop or personal electronic device

# ACCESSING YOUR EMAIL ON YOUR LAPTOP

- It is important to check your email regularly, at least once per school day to stay up-to-date on your assignments, directions, and other communication from teachers.
- To access your email on your school laptop;
  1. Go to <https://www.houstonisd.org/studentportal>
  2. Click on the 'Office 365' icon at the top of the page
  3. Enter your username and password (example, [s1234567@online.houstonisd.org](mailto:s1234567@online.houstonisd.org))
    - a) \*\*\*Your username and password for your email should be the same you use to unlock your school-issued laptop

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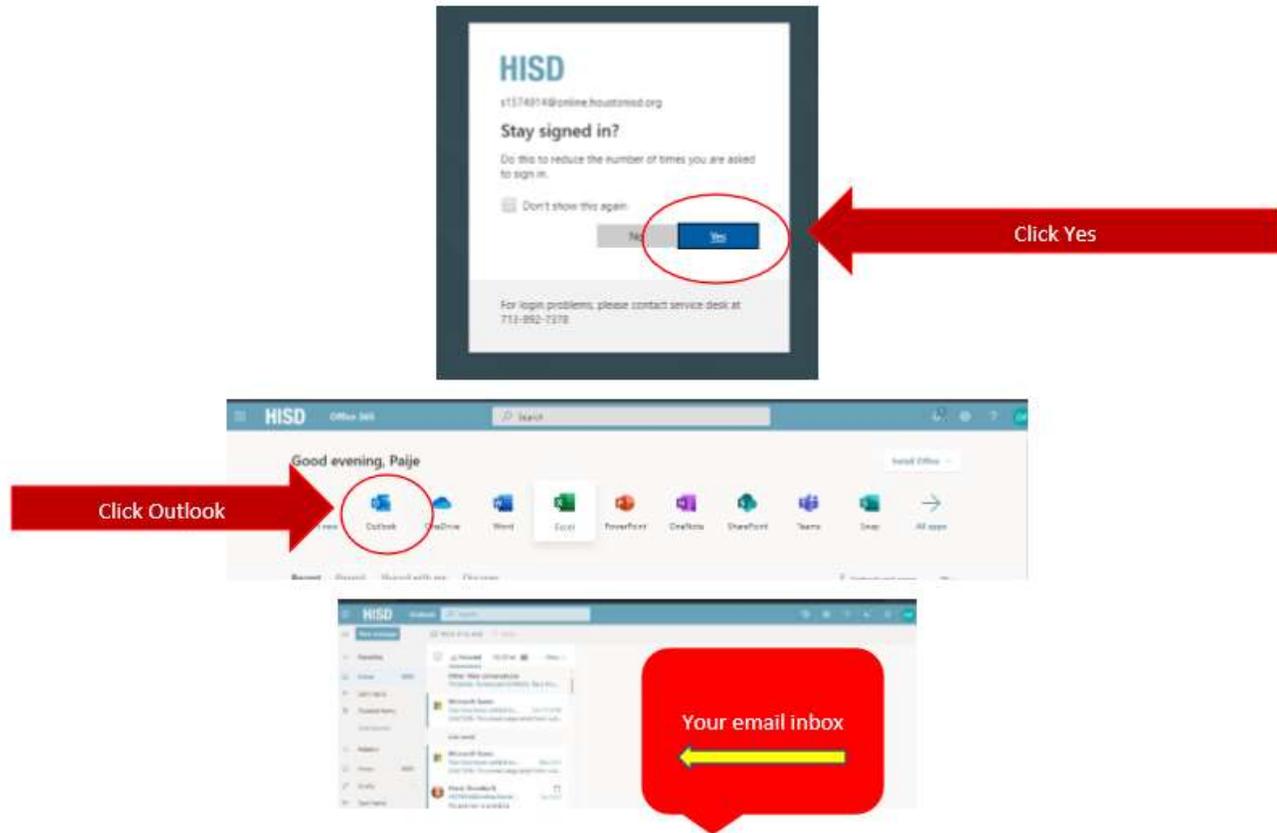
The image shows two screenshots from a laptop screen. The top screenshot is the Houston ISD student portal, featuring a 'PowerUp' logo and a navigation bar with icons for Home, My Assignments, My Calendar, My Mail, My Office 365, My Learning, and My Account. A red box labeled 'Click Office365' points to the Office 365 icon. The bottom screenshot is the 'HISD Single Sign On Service' page. It has a blue background and a white sign-in form. A red box labeled 'Enter: s-ID#@online.houstonisd.org' points to the username input field. A red box labeled 'Click sign in' points to the 'Sign In' button.

All email access images and additional instructions can be found at <https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/42578/2020%20How%20to%20Access%20Your%20Student%20Email%20Account.pdf>

# ACCESSING YOUR EMAIL ON YOUR LAPTOP, CONTINUED

4. If asked to stay signed in, click 'Yes' so you do not have to continuously enter your username and password.
5. Click on the 'Outlook' icon on the Microsoft 365 page. 'Outlook' is the application that allows you to access your school email.

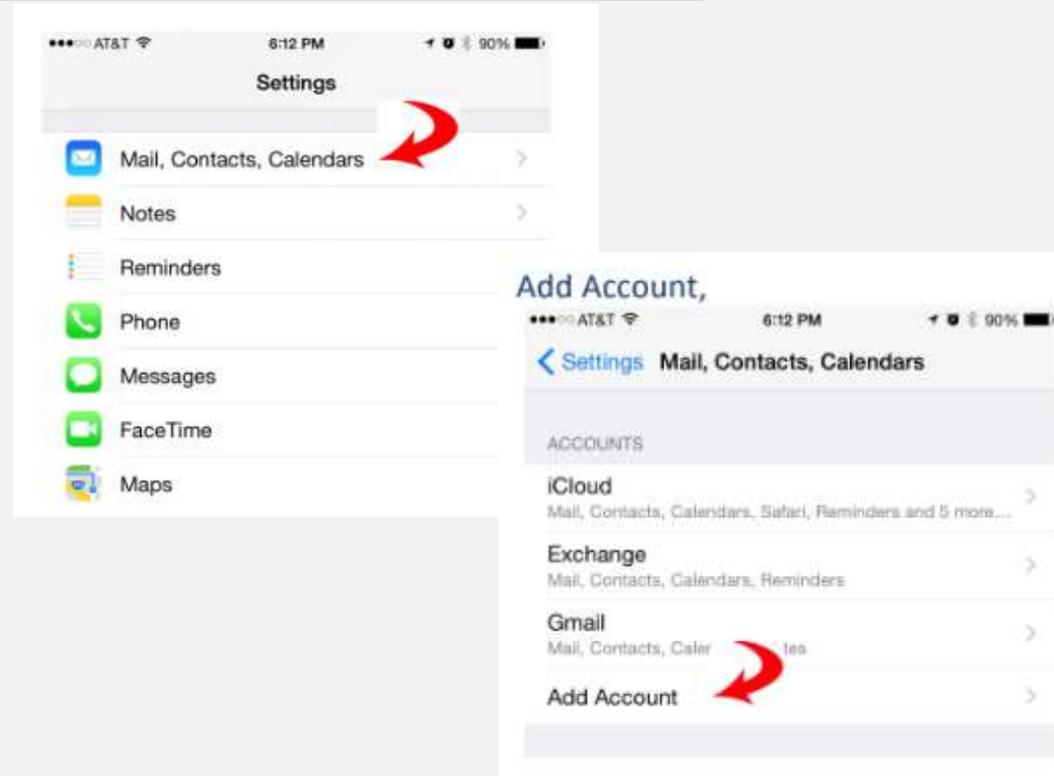
NOTE: The Microsoft Office 365 page provides access to not just your email (Outlook application), but also Word, PowerPoint, Teams, and other applications you will use throughout the school year.



## ACCESSING SCHOOL EMAIL FROM YOUR PHONE OR TABLET

You can also access email from your own devices in addition to your school laptop. These directions are for iPhone but work the same for Android devices;

1. On your electronic device, click 'settings'
2. Choose the Mail, Contacts, Calendars option (if Android choose the most similarly named option)
3. Click 'Add Account'
4. Click 'Exchange'
5. Enter your [s1234567@online.houstonisd.org](mailto:s1234567@online.houstonisd.org) email and password (the same you use to log into your school-issued laptop)



Images and additional instructions can be found at <https://www.houstonisd.org/site/default.aspx?PageID=142>

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# ACCESSING SCHOOL EMAIL FROM YOUR PHONE OR TABLET, CONTINUED

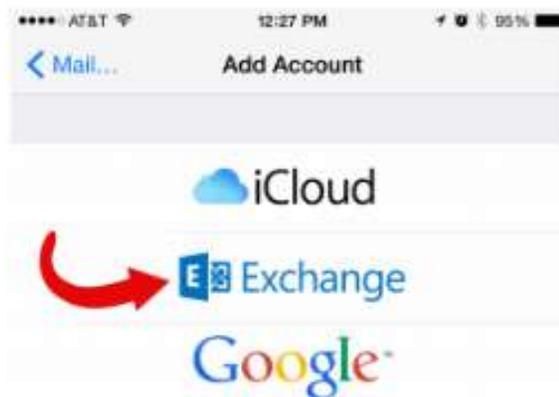
4. Click 'Exchange'

5. Enter your s1234567@online.houstonisd.org  
email and password (the same you use to log  
into your school-issued laptop)

*Directions continued on next slide*

*Images and additional instructions can be  
found at  
<https://www.houstonisd.org/site/default.aspx?PageID=142151>*

Exchange (pictured below)

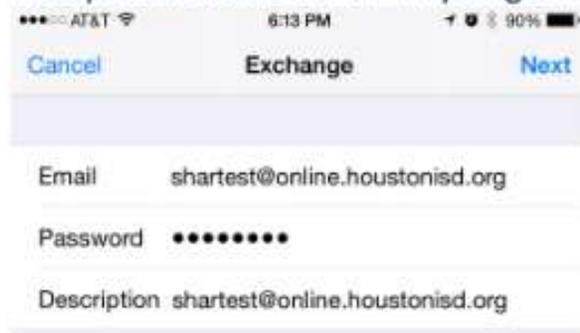


Email: [your\\_username@online.houstonisd.org](#)- your complete email address

Password: your computer password

Desc: whatever you want i.e. School Email

Accept certificate error – if you get it.



## ACCESSING SCHOOL EMAIL FROM YOUR PHONE OR TABLET, CONTINUED

6. CAREFULLY enter your server, username, password, and Description section like the image on the right shows.

7. Click 'next' and verify your information. Accept any certificate when prompted.

And you're done!

Your school email school should now be accessible on your personal device.

I suggest you set up notifications to inform you when you receive new email messages.

**Enter these settings carefully.**

Email: [your\\_username@online.houstonisd.org](mailto:your_username@online.houstonisd.org)

Server: outlook.office365.com

Domain: leave blank

Username: [your\\_username@online.houstonisd.org](mailto:your_username@online.houstonisd.org)

Password: Your computer password

Desc: what ever you want – email address is fine

No Advanced settings

Cancel Next

Email shartest@online.houstonisd.org

Server outlook.office365.com

Domain Optional

Username shartest@online.houstonisd.org

Password ••••••••

Description shartest@online.houstonisd.org

*Images and additional instructions can be found at*  
<https://www.houstonisd.org/site/default.aspx?PageID=142151>