HOW TO
LOGIN TO TEAMS

1. OPEN A WEB BROWSER AND SEARCH "OFFICE365 HISD"
   A. TIP: TRY INTERNET EXPLORER, IF CHROME ISN'T WORKING

2. ENTER USERNAME
   A. STUDENT \ + $ + ID NUMBER
      B. EXAMPLE: STUDENT\S1234567

3. ENTER PASSWORD
   A. STUDENT BIRTHDAY ——> MONTH DAY YEAR
      B. EXAMPLE: AUGUST 7, 2020 ——> 08072020

4. CLICK ON TEAMS

TROUBLE LOGGING IN? CALL 281-671-7001