How to access your email from an HISD Laptop.

- 1. Open up your Google Chrome browser.
- 2. On your homepage (<u>http://houstonisd.org/studentportal</u>) click on Office 365 circled below:



- 3. Put in your username (ex. Student\s1234567@online.houstonisd.org).
- 4. Put in your password (usually your birthdate in MMDDYYYY format).



## 5. Click YES



## 6. You can now access your email from the page below

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How to access your email from your personal laptop

- 1. Open your Google Chrome browser.
- 2. Go to www.houstonisd.org website.
- 3. Click myHISD -> Employee Email Office 365



5. Put in your password (usually your birthdate in MMDDYYYY format).





6. Pick your houstonisd account if you have more than one showing below:

7. Now you can check your email by clicking the Outlook below:

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