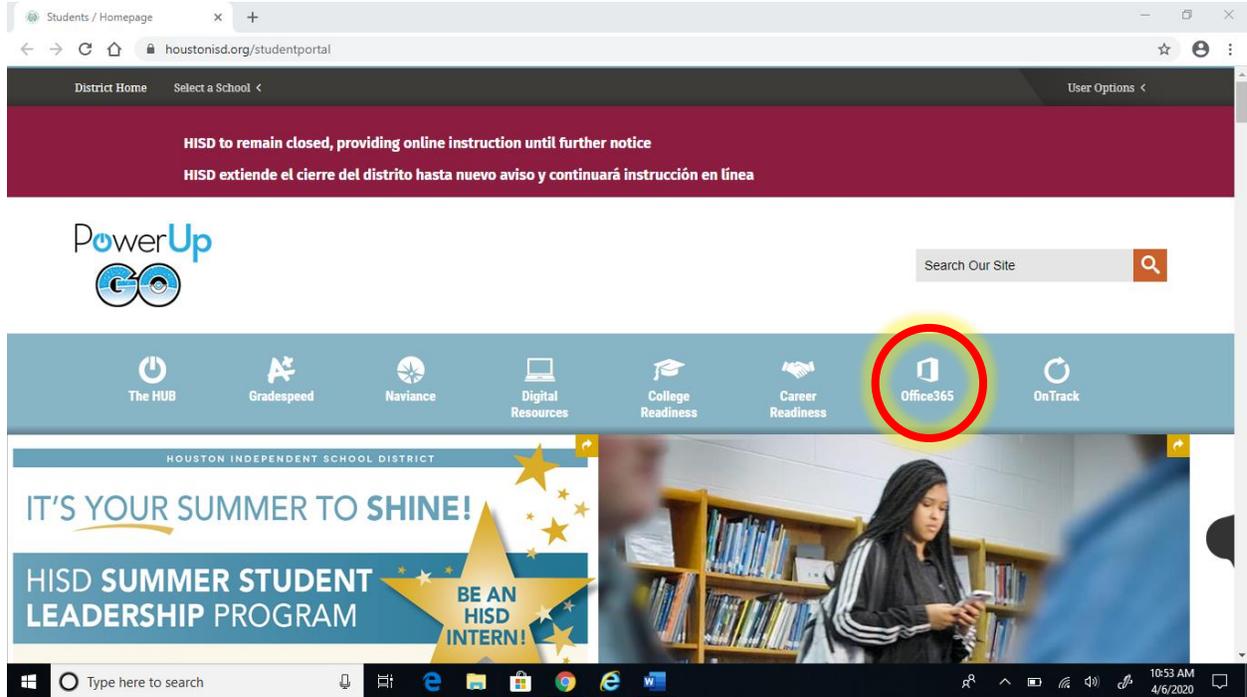
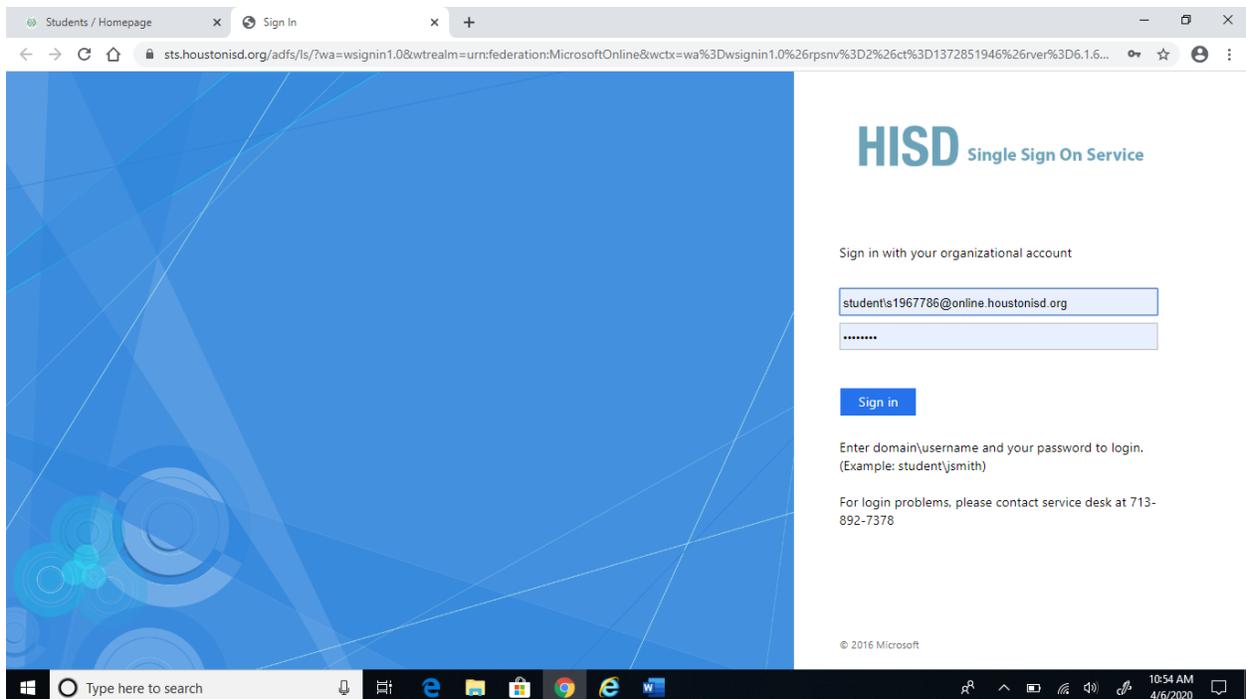


How to access your email from an HISD Laptop.

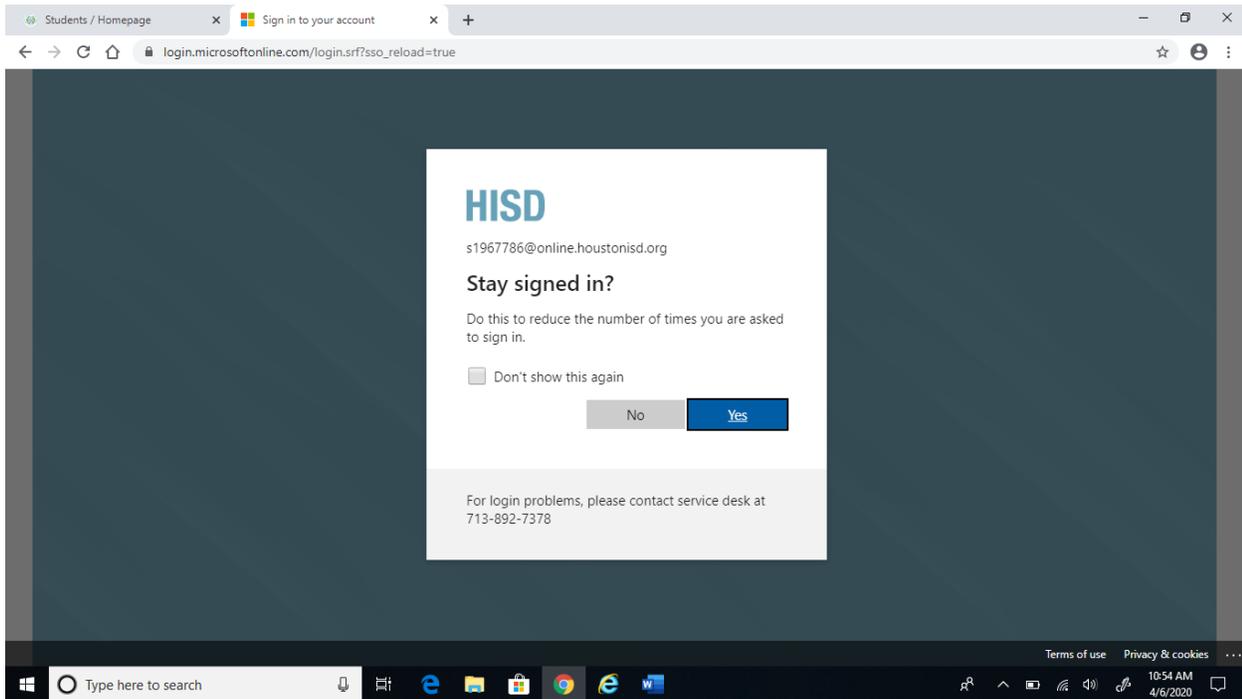
1. Open up your Google Chrome browser.
2. On your homepage (<http://houstonisd.org/studentportal>) click on Office 365 circled below:



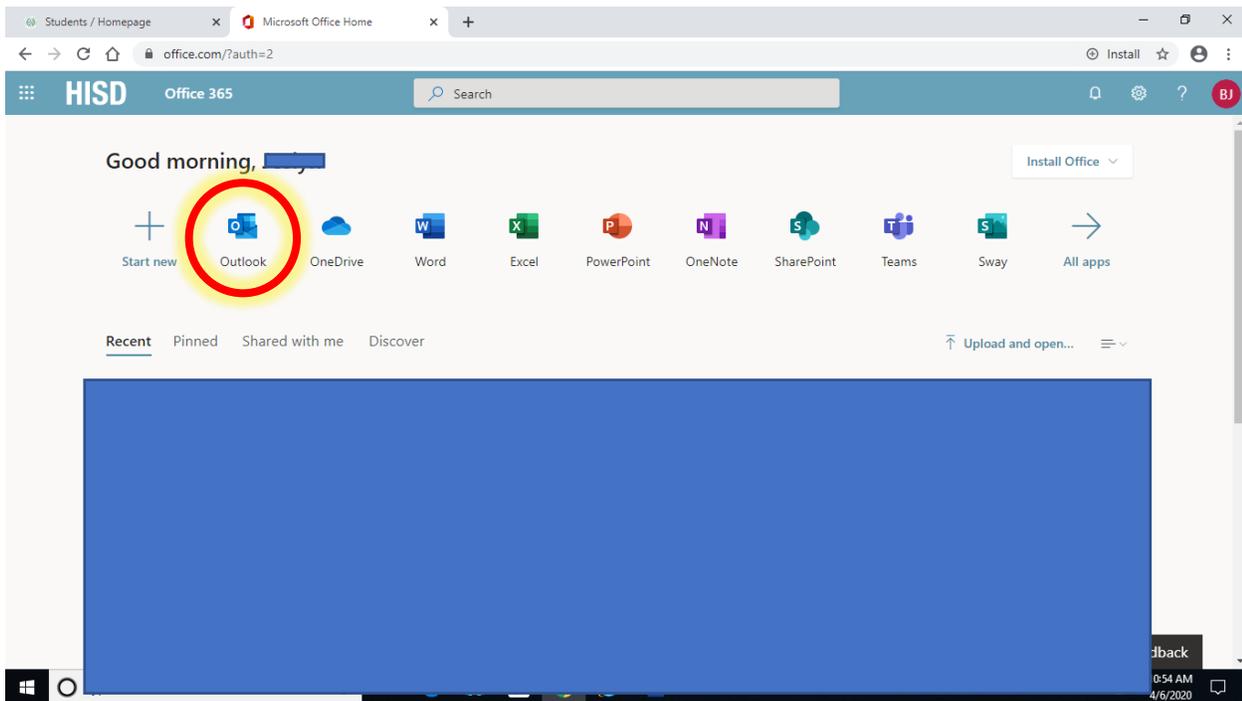
3. Put in your username (ex. Student\s1234567@online.houstonisd.org).
4. Put in your password (usually your birthdate in MMDDYYYY format).



## 5. Click YES

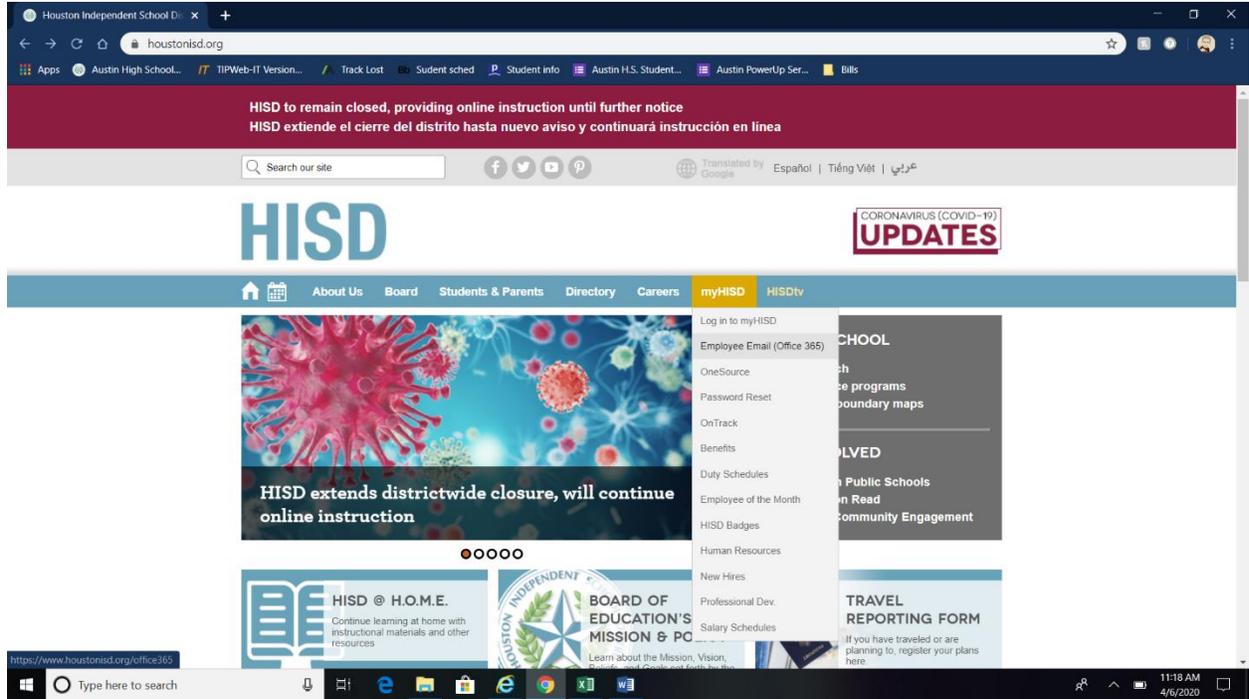


## 6. You can now access your email from the page below

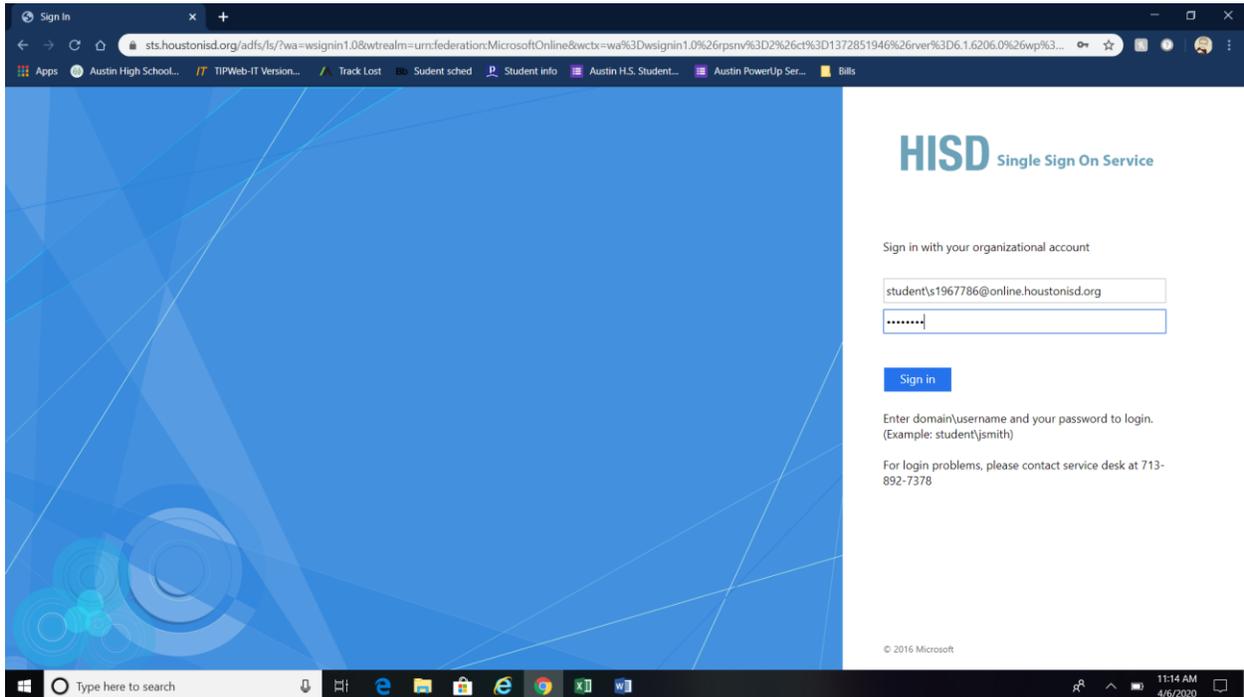


## How to access your email from your personal laptop

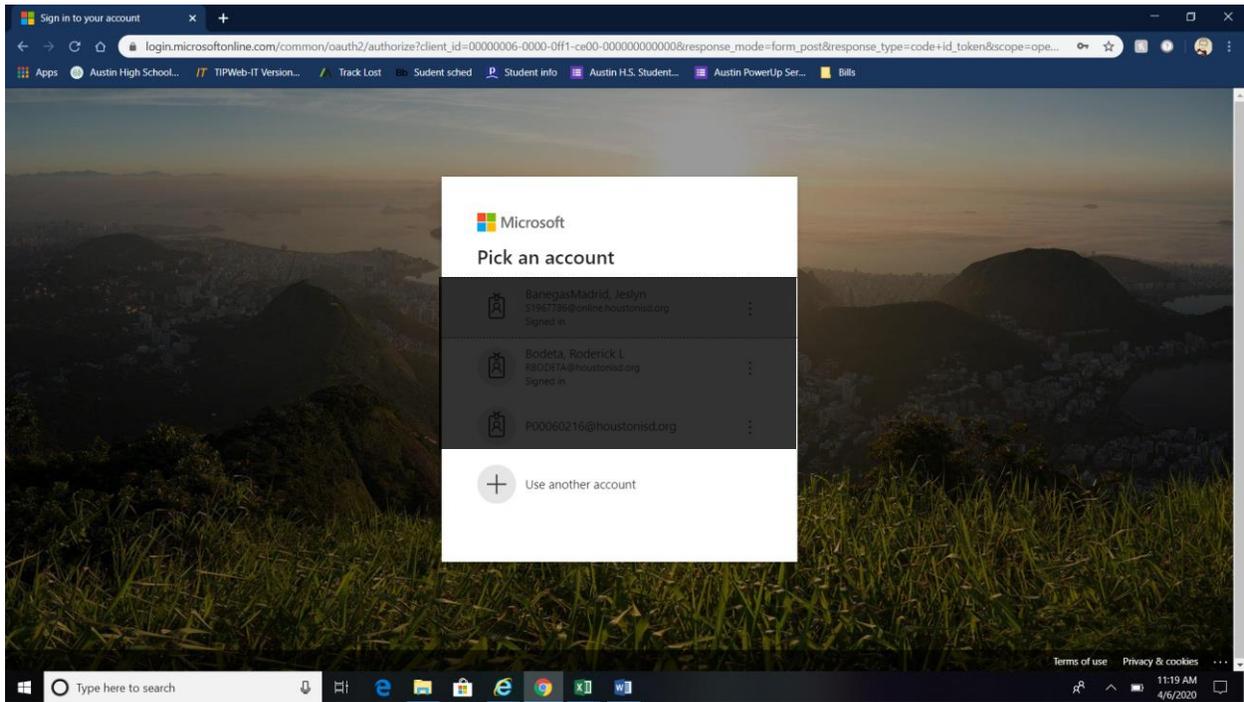
1. Open your Google Chrome browser.
2. Go to [www.houstonisd.org](http://www.houstonisd.org) website.
3. Click myHISD -> Employee Email Office 365



4. Put in your username (ex. Student\s1234567@online.houstonisd.org).
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:

