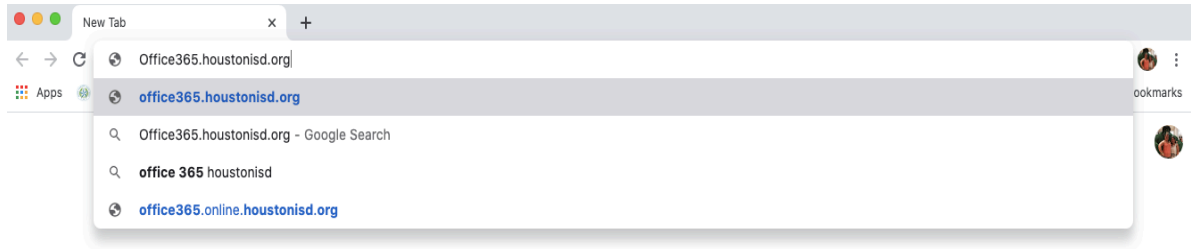


Accessing Your Student Email

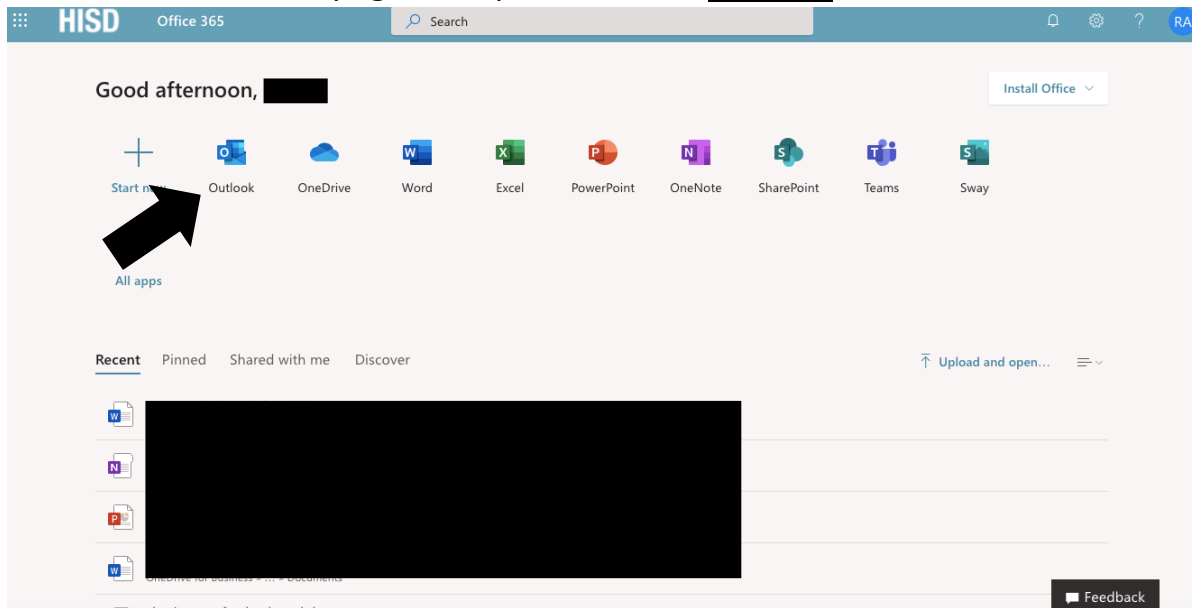
1. Open a new window in **Google Chrome**, and type in Office365.houstonisd.org.



2. The single sign on service page will open for you to type in your login information. The username is **student\sIDNumber@online.houstonisd.org**, and the password is your **8-digit birthday**; example follows: **student\s0090936@online.houstonisd.org**, password is **11042010**.



3. The Microsoft Office homepage will open. Click the **Outlook** button.



4. Your inbox will open. You will be able to read any emails sent to this account, and/or communicate with your teachers by sending emails.

