

## HOW TO

# ACCESS STUDENT EMAIL

1. OPEN A WEB BROWER AND SEARCH "OFFICE365 HISD"

A. TIP: TRY INTERNET EXPLORER, IF CHROME ISNT WORKING

2. ENTER USERNAME

A. STUDENT + \ + S + ID NUMBER

B. EXAMPLE: STUDENT\S1234567

3. ENTER PASSWORD

A. STUDENT BIRTHDAY —> MONTH DAY YEAR

B. EXAMPLE: AUGUST 7, 2020 —> 08072020

4. CLICK ON OUTLOOK

A. STUDENT EMAIL: S1234567@ONLINE.HOUSTONISD.ORG

TROUBLE LOGGING IN? CALL 281-671-7001

