How to access Outlook (district email) and Teams from your computer and phone

For students
Logging on to Outlook and Teams from your district computer

- Turn your computer on and log in
- Open your web-browser, Chrome or Explorer
- Find the “Office365” icon on the right hand side and click on it
- You may be prompted to sign in again
- Click or Tap on “Outlook” for email and “Teams” to find your class
- Continue...
Good morning

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams

Class Notebook
Sway
Forms
All apps

be work, might

check dist
From any other computer

- Open a web browser like Chrome or Explorer
- Type "office365.houstonisd.org" into the URL window
- You may have to log on and then you will see the apps listed
- See the next few pictures...
HISD Single Sign On Service

Sign in with your organizational account

someone@example.com
Password

Sign in

Enter domain/username and your password to login. (Example: student\smith)

For login problems, please contact service desk at 713-892-7378

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Good morning

[Image of Office 365 interface]

Teacher might be here.

Check your email.
You should see your classes here:

Click here

Your classes are here
Click on “general” for your class:
Teams on your phone...

- Download the “Teams” app from the App Store or Google Play Store
Open the app...

- Open the App and sign in
- Your district name and log on should appear...tap on that to use to log on
- Allow access to the camera and mic so you can participate in conferences (you can always turn them off during the conference)
- You should see all the teams you have been added to

Welcome to Microsoft Teams!
A happier place for teams to work together.

Sign in
Teams appear on left

- Your Teams (Classes) will be available to tap on
- You can participate in teacher office hours and see assignments

- Practicum in Health Science
  - General
- Welding 1
  - General
- Health Science 2019-20
  - General
Questions

- Check these sites and the HUB for your class work
- If your teachers were using google classroom or OneNote, keep checking there also
- You may also email BJordanCareerCenter@gmail.com if you have additional questions