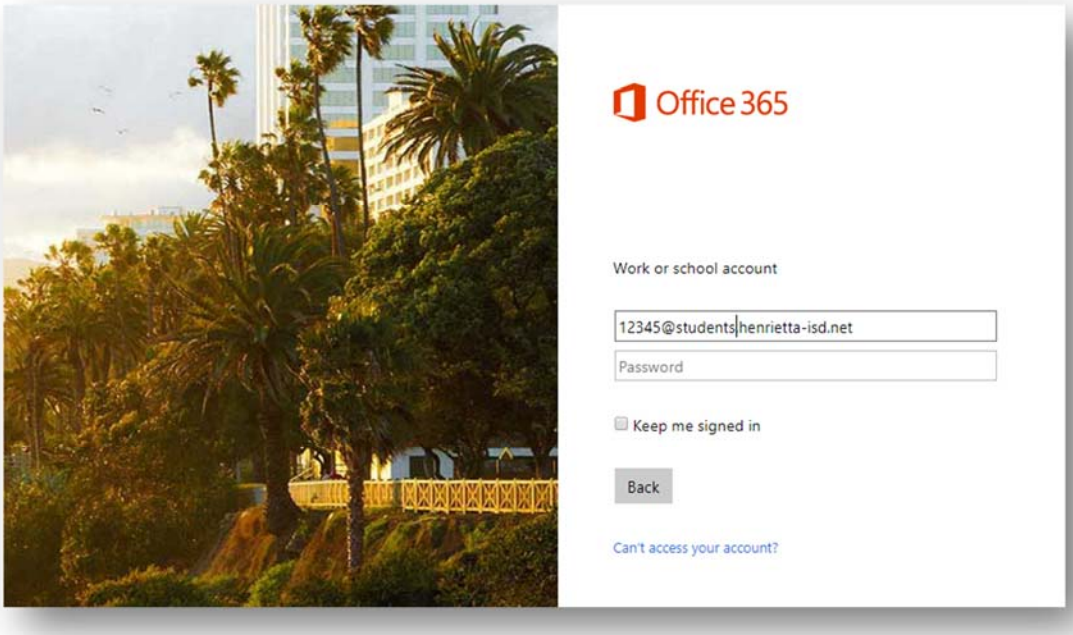
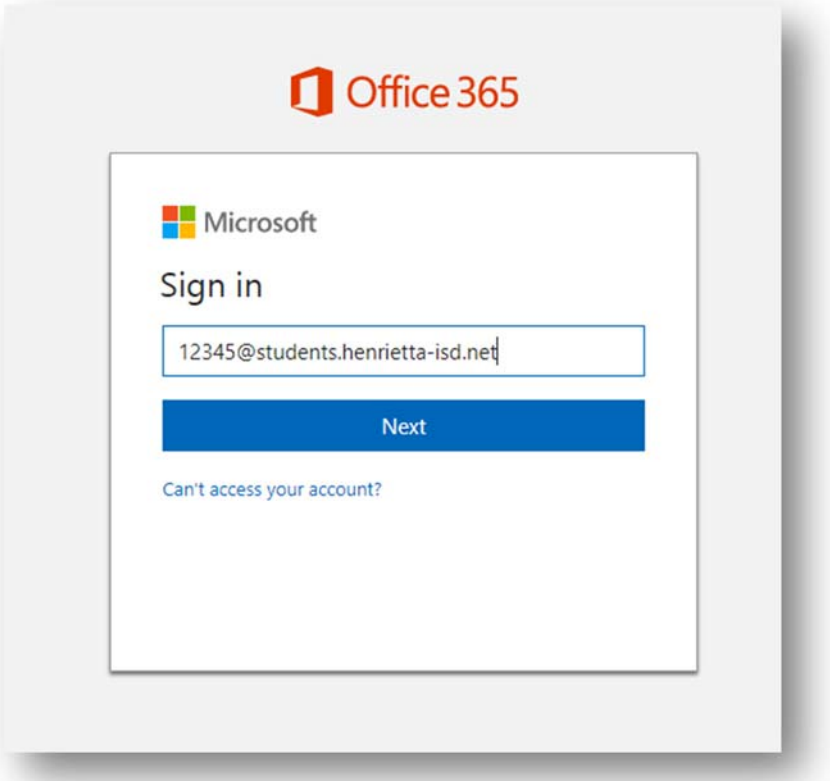
Henrietta ISD- Office 365

Accessing your Henrietta ISD student Microsoft Office 365 account

1. Go to our homepage https://www.henrietta-isd.net
2. Click on the Office 365 Login link at the bottom left hand corner.

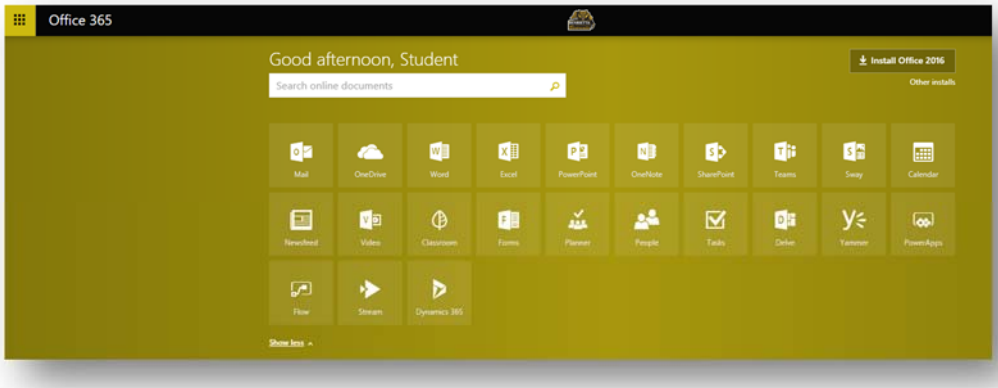
3. You will be taken to the Office 365 login page. There are two different options depending on what web browser and settings you are using. Below you will see the two different login pages. If you get to the 1st one below enter your UserID@students.henrietta-isd.net (Student accounts will be their Student ID #) Example: 12345@students.henrietta-isd.net. Click into the password field and it will redirect you to another page. If you receive the 2nd login screen enter the same thing above and click next.


Office 365
Work or school account
12345@students henrietta-isd.net
Password
Keep me signed in
Back
Can't access your account?

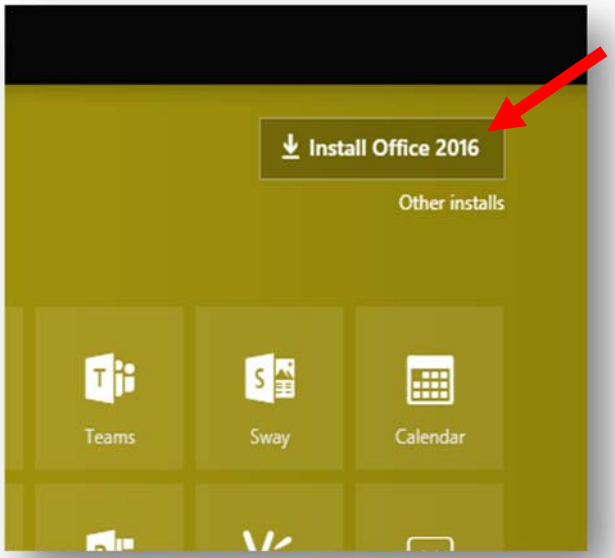

Office 365
Microsoft
Sign in
12345@students.henrietta-isd.net
Next
Can't access your account?

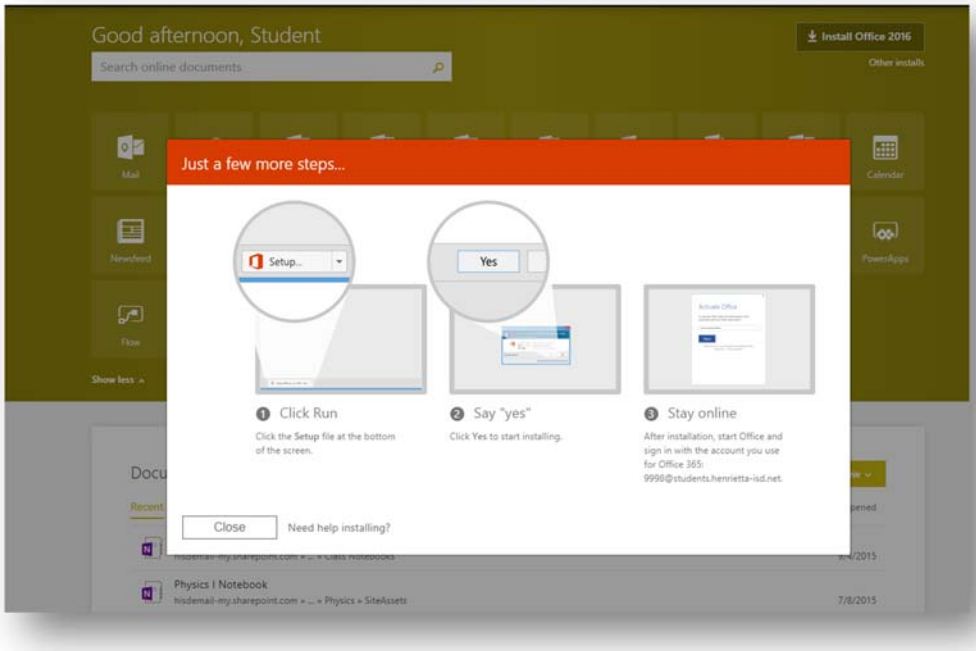
4. You are now directed to the Henrietta ISD login page below. Enter the same password that you use to access the computers on campus. *Remember that if you change that password it will change it for both.*

5. Now you are logged into the Henrietta ISD Office 365 portal. You will have access to the following web application. The web application is similar to the installed application, but give you access on any device that has internet connectivity. Email, OneDrive, Word, Excel, PowerPoint, etc…

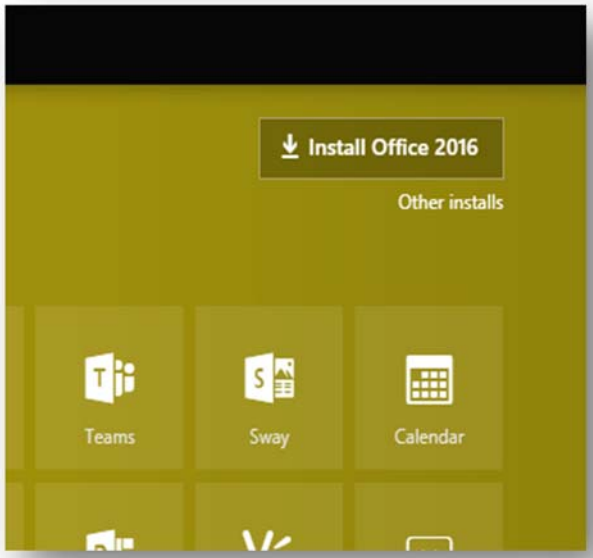


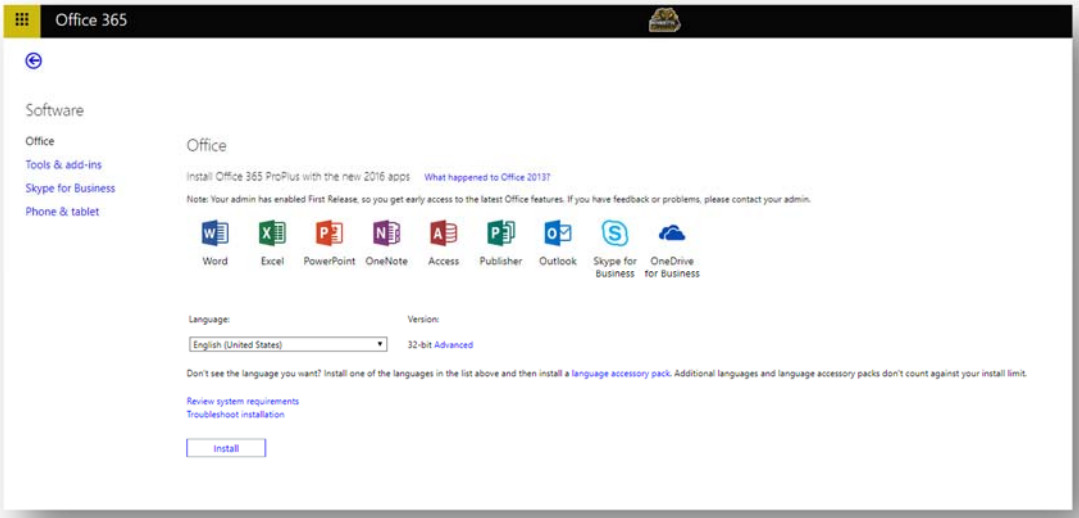
6. You also have access to the Microsoft Office Application that you can install on your home computers / tablets / smartphone. In the top right-hand corner, you will see the link Install Office 2016. Click that link and it will walk you through the process of installing the applcations.





7. You can also click “Other installs” to get instructions and other option for installing the applications.


Install Office 2016
Other installs
Teams
Sway
Calendar


Office 365
Software
Office
Tools & add-ins
Skype for Business
Phone & tablet
Office
Install Office 365 ProPlus with the new 2016 apps
What happened to Office 2013?
Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.
Word
Excel
PowerPoint
OneNote
Access
Publisher
Outlook
Skype for Business
OneDrive for Business
Language:
English (United States)
Version:
32-bit Advanced
Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.
Review system requirements
Troubleshoot installation
Install