

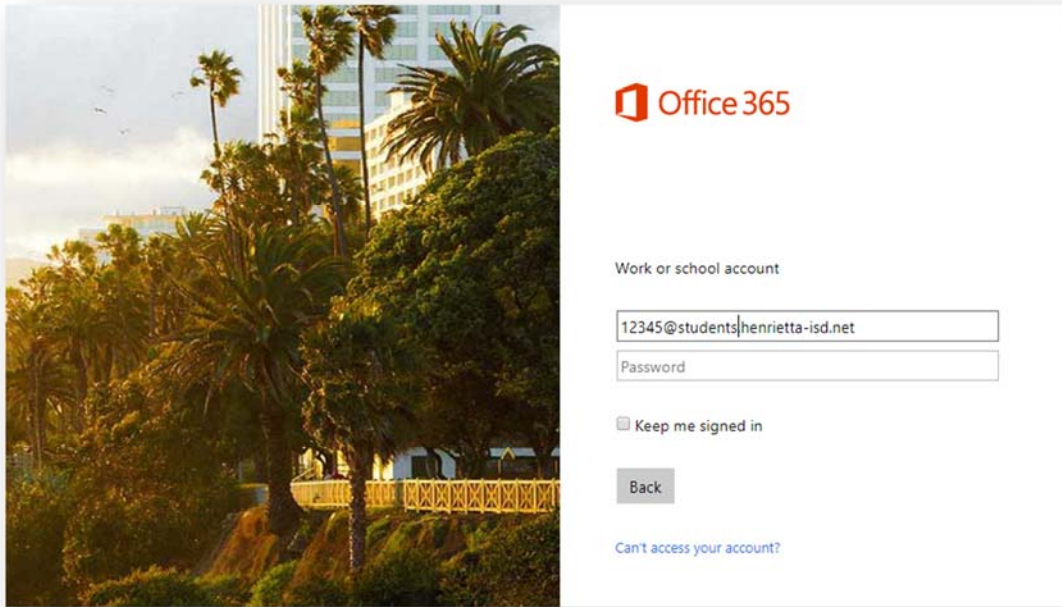
# Henrietta ISD- Office 365

## 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 1<sup>st</sup> one below enter your [UserID@students.henrietta-isd.net](mailto:UserID@students.henrietta-isd.net) (Student accounts will be their Student ID #) Example: [12345@students.henrietta-isd.net](mailto:12345@students.henrietta-isd.net). Click into the password field and it will redirect you to another page. If you receive the 2<sup>nd</sup> login screen enter the same thing above and click next.



Office 365

Work or school account

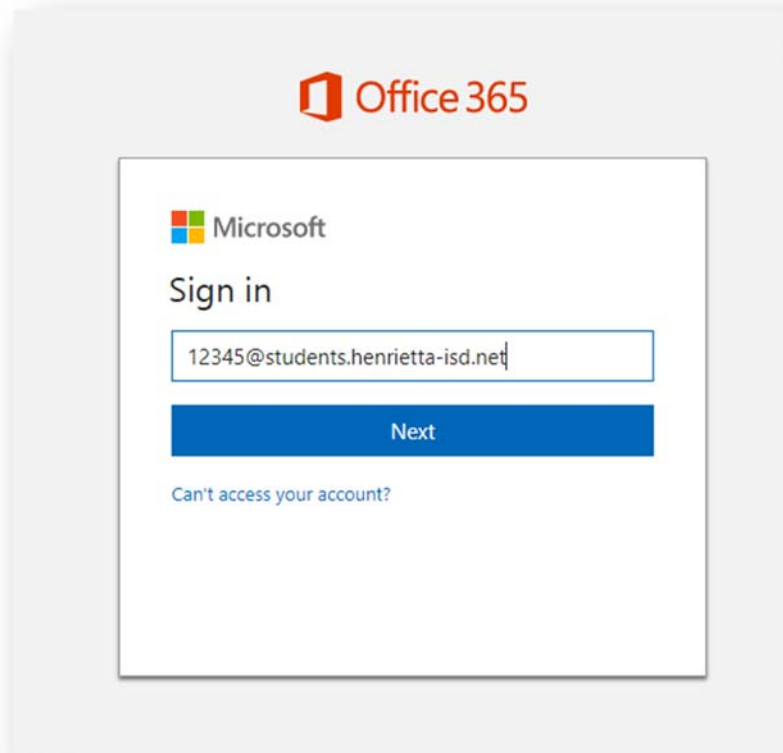
12345@students|henrietta-isd.net

Password

Keep me signed in

Back

[Can't access your account?](#)



Office 365

Microsoft

Sign in

12345@students.henrietta-isd.net

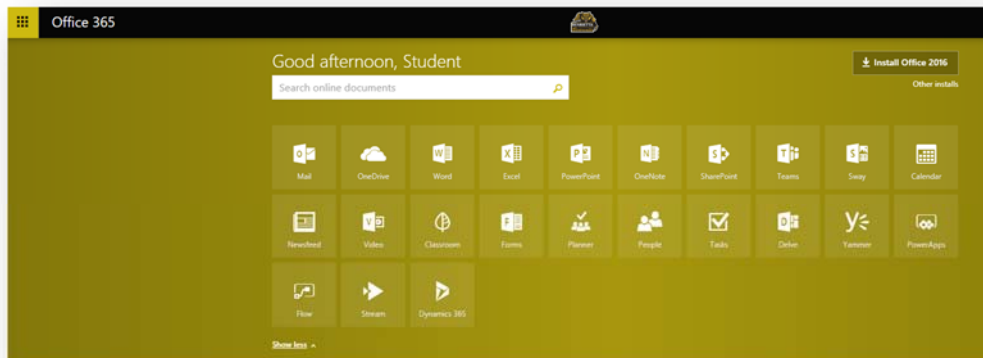
Next

[Can't access your account?](#)

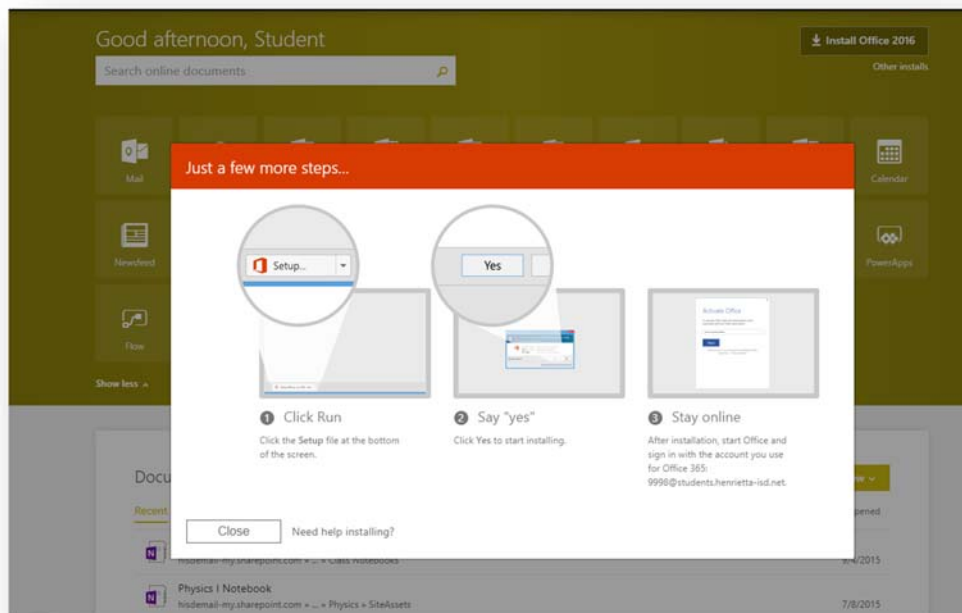
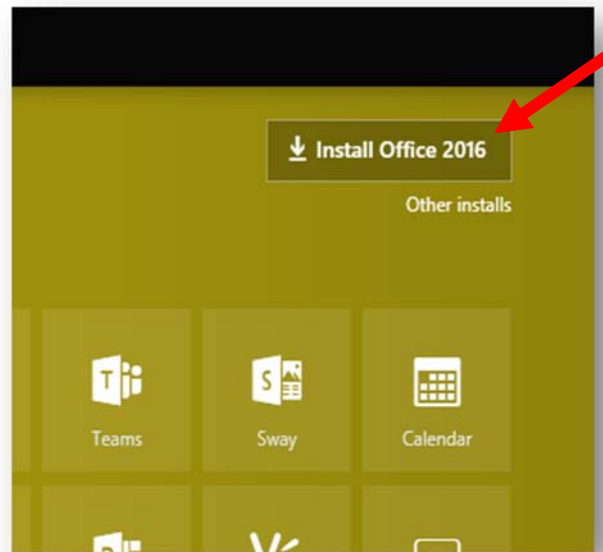
4. You are now directed to the Henrietta ISD login page below. Enter the same password that you use to access the computers on campus. *Remember that if you change that password it will change it for both.*



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 applications.



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

