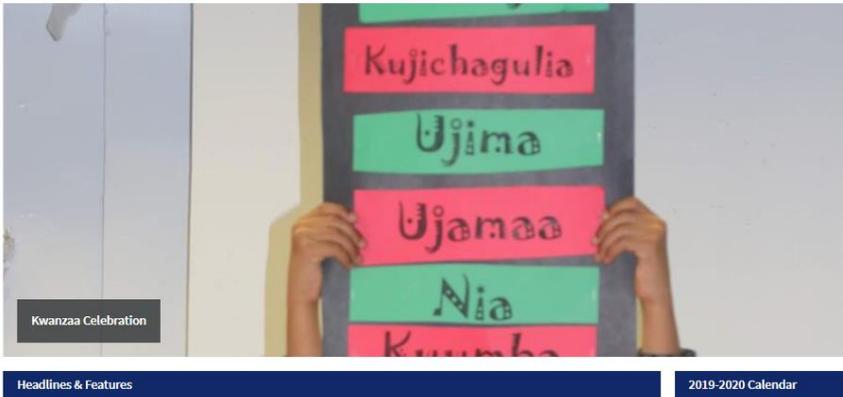**All students** at Hempstead School District have access to **Office 365 for Education** accounts that they can access from home to continue their schoolwork.

To access **Office 365**, please follow these steps on a web browser:

1. Begin at the Hempstead District Website: www.hempsteadschools.org
2. Click the **Email/Office** icon on the top right.

3. Next, enter your district email address and password as shown below. It is important that **@hempsteadschools.org** is spelled correctly and that there are **NO SPACES** in the email address.
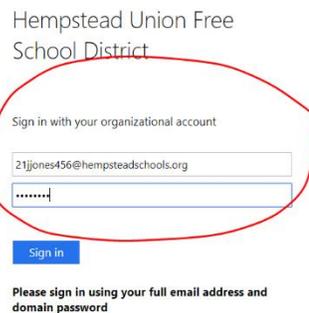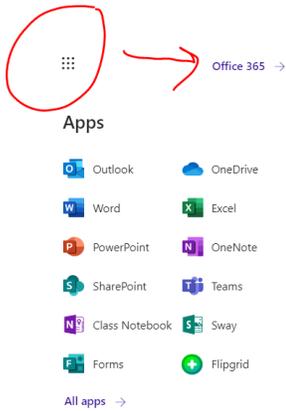

NOTE: All students should make sure they know their email address. The naming convention is as follows:

2 digit Graduation year 1st initial last name last3 digits of student ID **Example:** 21jjones456@hempsteadschools.org

4. Once you are logged in, your screen will open to Outlook email.
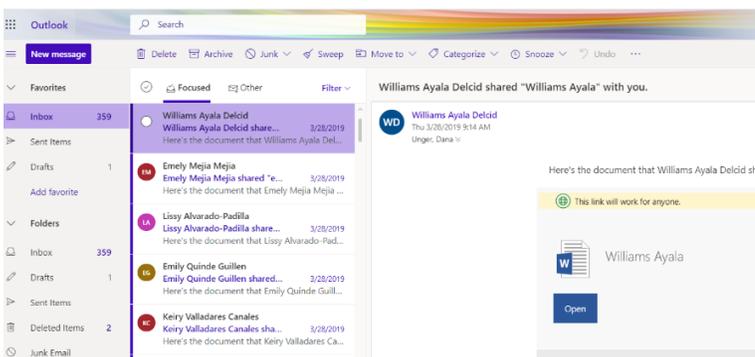
5.   Click the 'waffle' on the top right-hand corner to view all the Office 365 apps you have available. Click **Office 365** to access your home screen for easy access to recent files.Click **OneDrive** to view all your folders and files. Click the **New** button to start new **Word Online** and **PowerPoint Online** documents.

Apps

Outlook	OneDrive
Word	Excel
PowerPoint	OneNote
SharePoint	Teams
Class Notebook	Sway
Forms	Flipgrid

All apps →

6.   Your teacher may be using **Microsoft Teams** to communicate and give assignments. Click the **Teams** icon to access your class and view important materials and instructions.
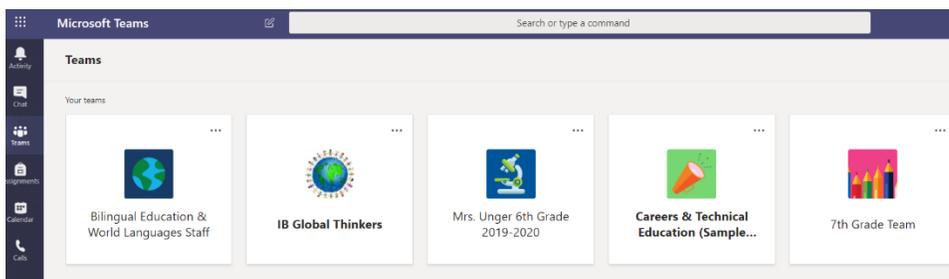
7.   All Office 365 apps **can also be accessed on a mobile device**. We recommend downloading the following free apps and logging in with your district email and password to access schoolwork from anywhere!

For more step by step handouts and screencasts, please visit the **Hempstead School District website**.

Click **Students** and then **Office 365 for Students** on the left-hand side.