

Hempstead Email/Office 365 Account

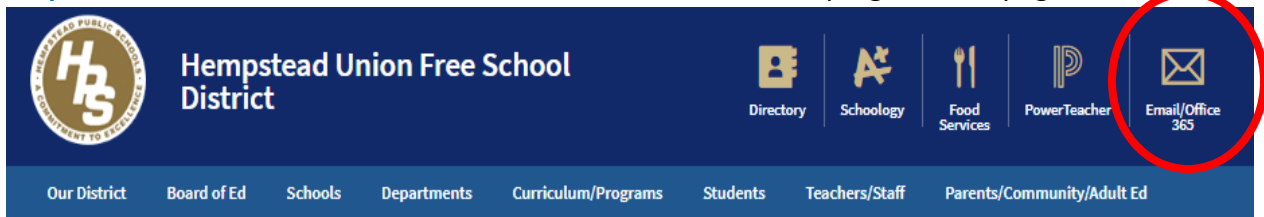
How to Sign into your Hempstead Account

Students who currently attend a school in the Hempstead District have a Hempstead Email/Office 365 account. Their school can issue their account information. Below are the directions on how to log into the Hempstead email and Office 365.

Signing into the Hempstead Email

Step 1: Go to the Hempstead District's Website (www.hempsteadschools.org)

Step 2: Click on the Email/Office 365 icon. It is located at the top right of the page.



Step 3: Enter your email address and password.

- Your username is made up of the last 2 numbers of the year of graduation from the district, plus first initial, plus first last name, and last 3 numbers of your Student ID.

Example: **95+jnoone+123 = 95jnoone123**

- Your email address is your Username plus @hempsteadschools.org. (Example: **95jnoone123@hempsteadschools.org**)

***Special Note:** the username and password are used to sign into a Hempstead computer and PowerSchool Student portal

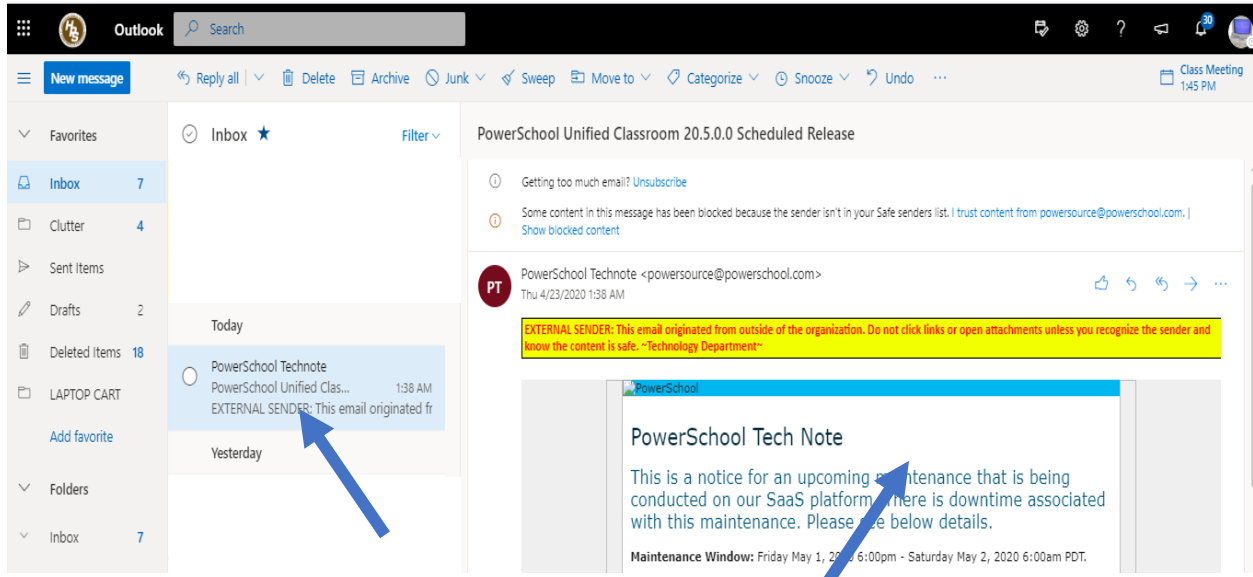
Hempstead Union Free School District

Sign in with your organizational account

- Once you have entered in your email address and password, then click on **Sign In.** (you will be asked to set you time zone: please set it to the Eastern Standard Time Zone)

Step 4: Checking your Email

- Your emails will appear to the left of your screen.
- Click on the email you want to read. It will appear to the right of the screen.



After you click on the email, it will appear here.

Step 5: Accessing Office 365 from your Email

- You can access Office 365 through the **App launcher**.
- Go to the top left of the screen. The **App Launcher** is located to the left of the Hempstead School District's logo. Click on the **App Launcher**.
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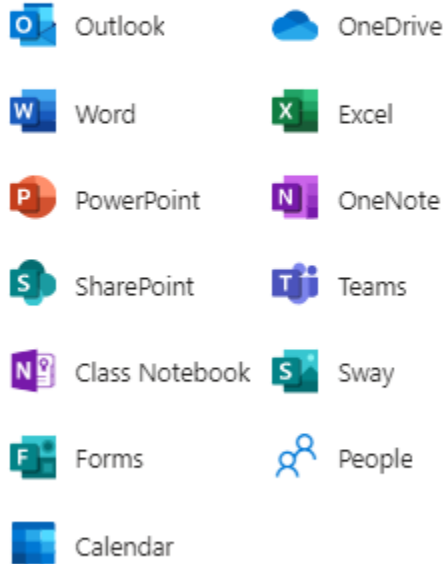


Step 5: App Launcher

- There are quick links to the web versions of the Office 365 programs.
- Most used Programs in the District:
 1. **Outlook** is the Email
 2. **OneDrive** is the Cloud Storage (This is where you can save your documents)
 3. **PowerPoint** is a presentation software.
 4. **Teams** is an online classroom environment.
 5. **Word** is a word processing program
- All these programs are online.
- Click on **Office 365**.

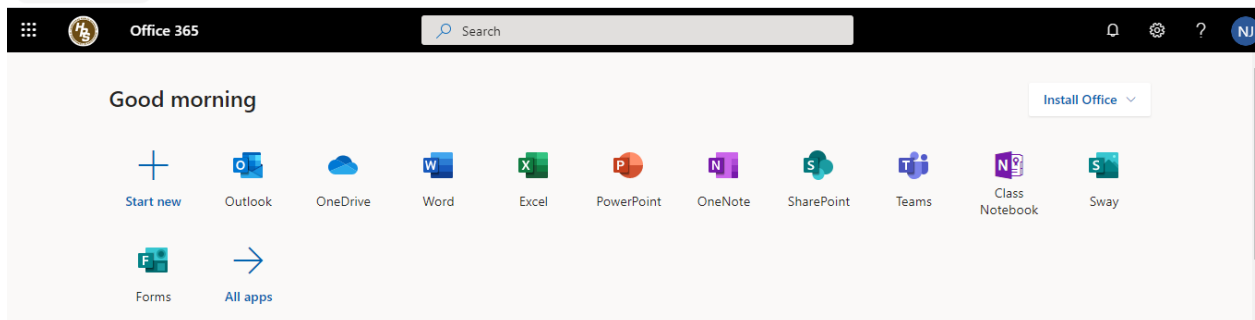


Apps



[All apps →](#)

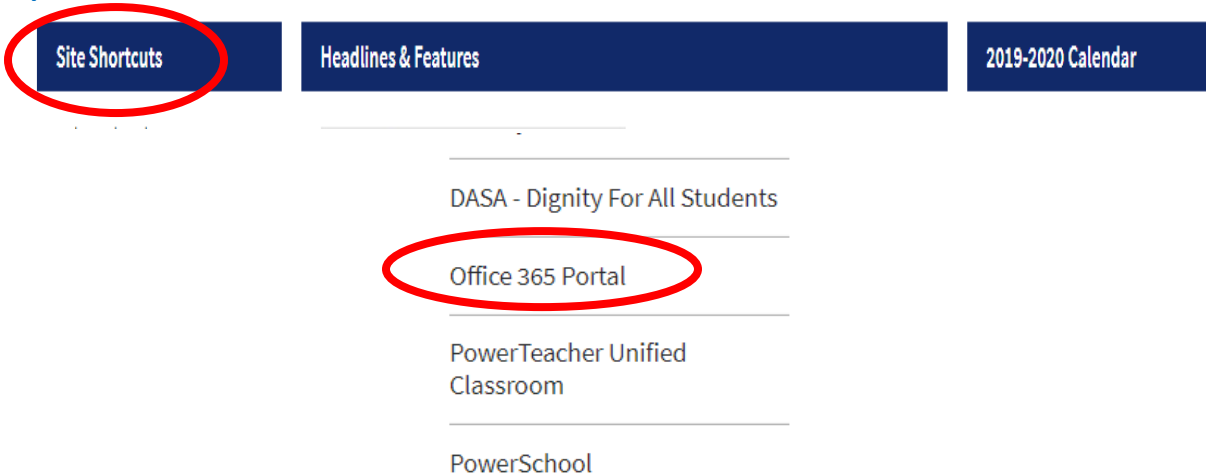
Step 6: Office 365 screen



Signing into Office 365

Step 1: Go to the Hempstead District's Website (www.hempsteadschools.org)

Step 2: Under Site Shortcuts scroll down to the **Office 365 Portal** and click on it.



Step 3: Sign in using you Hempstead Email Address and password (Please refer to Step 3 of the Signing into the Hempstead Email)

- Enter your Hempstead Email then click on **Next**.



Sign in

95jnoone123@hempsteadschools.org

No account? [Create one!](#)

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

[Sign-in options](#)

Next

Step 4: Type in your password and then click on Sign in.

Hempstead Union Free
School District

Sign in with your organizational account

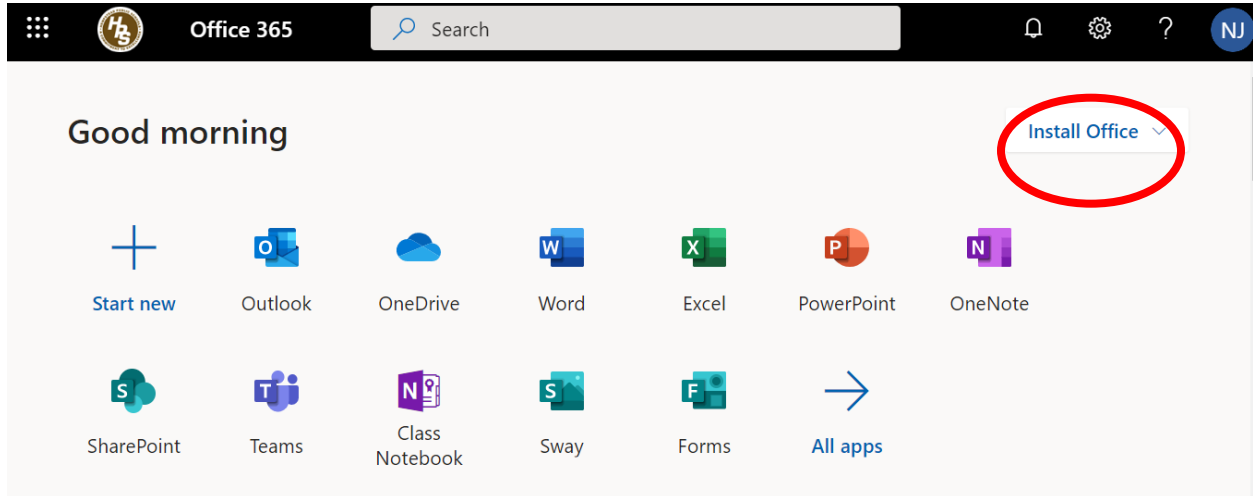
95jnoone123@hempsteadschools.org

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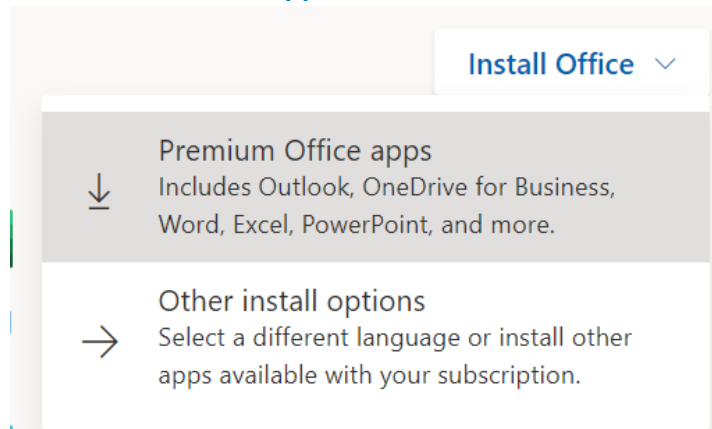
Sign in

Step 5: Navigating the Office 365 Home Screen

- The **Home Screen** has quick links to the online Office 365 programs.
- Most used Programs in the District:
 1. **Outlook** is the Email
 2. **OneDrive** is the Cloud Storage (This is where you can save your documents)
 3. **PowerPoint** is a presentation software.
 4. **Teams** is an online classroom environment.
 5. **Word** is a word processing program
- It is recommended to download the full version of Office 365.
 1. Click on **Install Office**.



2. Click on **Premium Office Apps**



3. Follow the directions that Microsoft prompts you to do.
4. Once downloaded click on it and install Office 365.

*Special Notes:

- Usernames and Passwords: If you have not received a username and password, then please contact your child's principal, teacher, or library media specialist
- All the Office 365 programs have mobile apps for both Android and IOS platforms (There is limited functionality with the apps)
- Office 365 works best from a computer.