Getting Started with Office 365 for Students





Office of Technology and Information Services
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To access the **HCPS Office 365 Portal**,



Open *Internet Explorer* and click on the Office 365 Portal Link

or

Open Internet Explorer and enter the web address: portal.hcps.org/



Will I need to login?

It depends upon the device you are using, if you are connected to the HCPS network, and what browser you are using. You *will not* be required to login if you are on an HCPS networked device *and* are using Internet Explorer.

Environment	Browser	Login Required?
HCPS Networked Device	Internet Explorer	NO
(PC/Laptop/Tablet)	Chrome/Safari	YES
NON-HCPS Device <i>OR</i> any device <i>not</i> connected to HCPS network	Any Browser	YES

If prompted to login at any time in the Office 365 environment, use the following standards:

Username: <u>username@student.hcps.org</u>

(First name last name@student.hcps.org)

Example: georgewashington@student.hcps.org

Password: current HCPS network

password

username@student.ho	cps.org	
Password		

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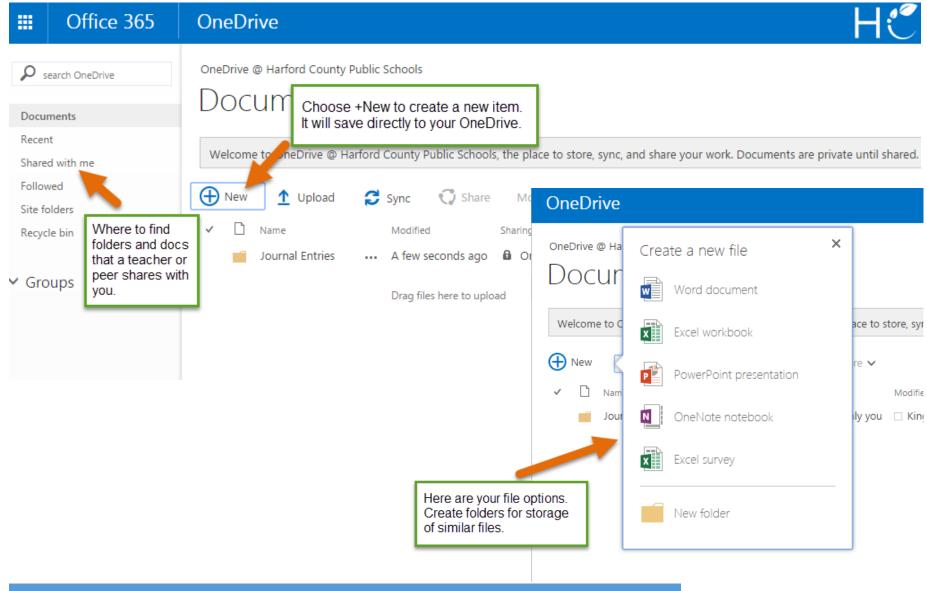
Office 365 Home Page



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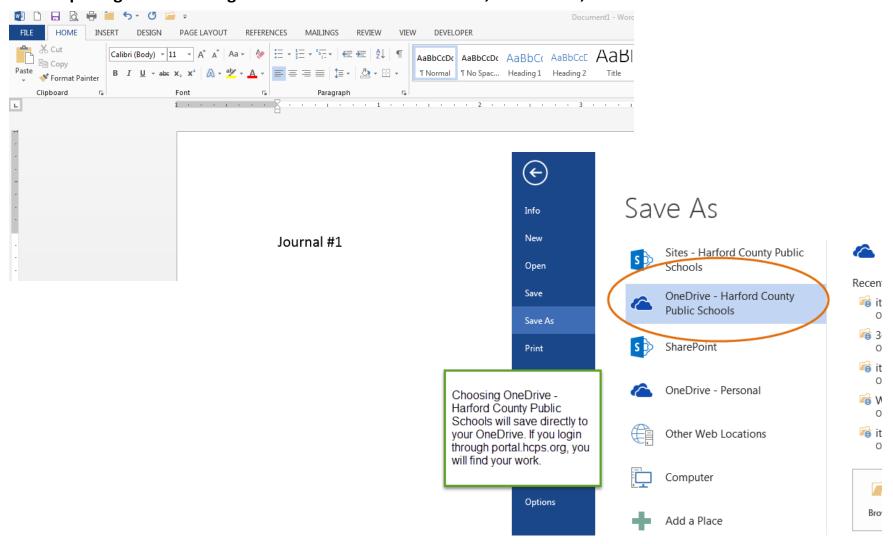
OFFICE 365 FOR STUDENTS

Documents



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When opening an Office Program from ANY HCPS COMPUTER, choose File, Save as



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