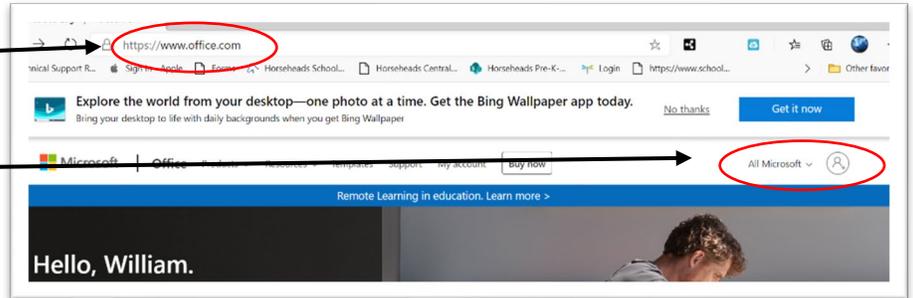


Horseheads Central School District

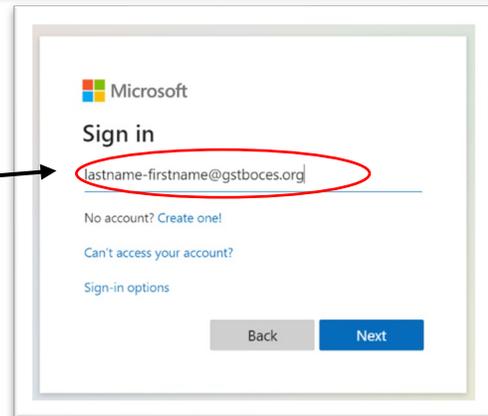
How to Log In to Office 365

- 1) Go to www.office.com
- 2) Select the Sign-in to your account icon  at the far right of the screen.



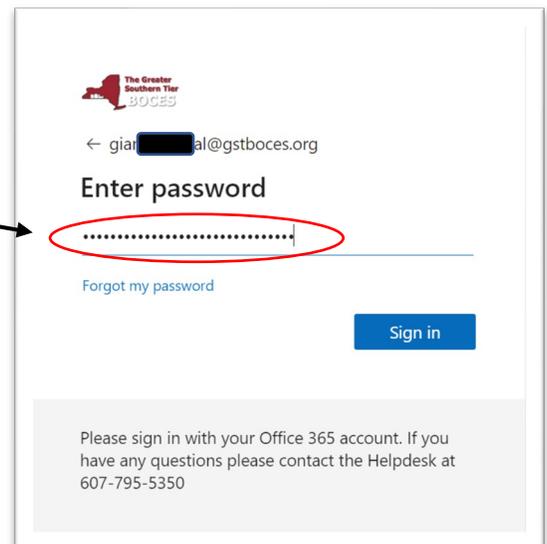
- 3) A Microsoft window will prompt you to Sign in with a Username
 - a. Username: Lastname-Firstname@gstboces.org
 - i. This is not case sensitive.
- 4) Select "Next" button.

****Note:** Some usernames may include an additional number or vary due to duplicate names in the system. Smith-john, may be Smith-john2, if more than one John Smith. This username is found in SchoolTool Parent Portal, and can be looked up by your school's main office.



- 5) The next screen will prompt you to "Enter Password"
 - a. The Default PW for all students is their
 - b. "HH(StudentID#)First3Lettersoftheirlastname"
 - c. Example:
 - i. Username: Smith-Joseph
 - ii. Password: HH1234567Smi
- 6) Select "Sign In" button.

****Note:** Student ID #s can be found in SchoolTool Parent Portal, and can be looked up by your school's main office.



This is the same username and password combination for Microsoft Teams.

If using the Microsoft Teams app, you may not have to add @gstboces.org to your username if it doesn't work the first time.

If you need further assistance, please call your school's main office.