

OFFICE 365 FOR STUDENTS

To access the **HCPS Office 365 Portal**:

Open **Internet Explorer** and select the Office 365 Link from the Start Page:



Open an Internet browser 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 (PC/Laptop/Tablet)	Internet Explorer	NO
	Chrome	NO
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 process:

Username: **username@student.hcps.org**
(*First name last name@student.hcps.org*)

Example: georgewashington@student.hcps.org

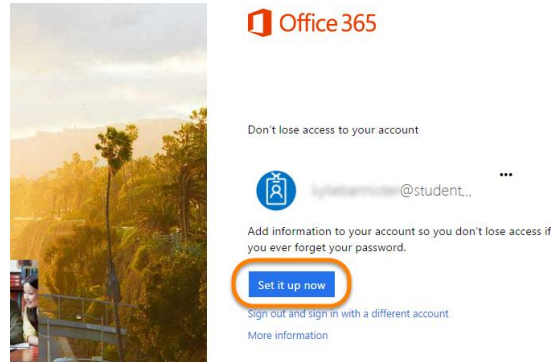
Password: **current HCPS network password**

Sign in with your organizational account

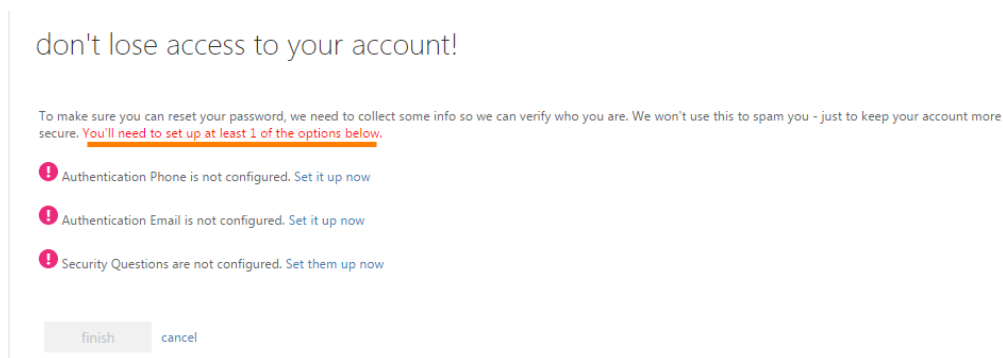
Continue
➔

First Time Access

The **first time** you access your Office 365 account you **may be** prompted to set it up. Select **Set it up now**.



You will be prompted to set up a secondary way to access your account in case you forget or need to reset your password. **Three options** will be provided. **ONLY CHOOSE ONE OPTION.**



For students, the easiest option is the **Security questions**.

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

Security question 1
What is your favorite sport?
soccer ✓

Security question 2
What is your favorite color?
sky blue ✓

Security question 3
What month were you born in?
november ✓

Security question 4
What is your father's middle name?
paul ✓

Security question 5
What was the name of your first pet?
sandyj ✓

[save answers](#)

Continue 

After the password recovery/reset option is complete, select **Finish** to complete the setup process.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.


! Authentication Phone is not configured. [Set it up now](#)

! Authentication Email is not configured. [Set it up now](#)

✓ 5 Security Questions are configured. [Change](#)




Once the account setup is complete, you will be redirected to the Office 365 homepage. Please see the next page in this document for more information about the Office 365 homepage.

Continue 

OFFICE 365 FOR STUDENTS

Office 365 Home Page

The screenshot shows the Office 365 Home Page for HCPS. The browser address bar shows the URL: <https://www.office.com/1/?auth=2&home=1&from=PortalLanding&client-request-id=89a78a96-ed5b-46dd-995b-64b22a30a02d>. The page features a blue header with the Office 365 logo, the HCPS logo, and a 'Settings' button with a gear icon. Below the header, a large blue banner displays 'Good afternoon,' followed by a search bar for online documents. A 'Install Office 2016' button is visible, with a callout box stating: 'Students can download Microsoft Office 2016 on up to 5 personal devices for free using their HCPS organizational account.' Below the banner, a section titled 'Use the online apps' contains a grid of application tiles: OneNote, Mail, Calendar, Sway, Word, PowerPoint, Excel, OneDrive, Forms, and People. An 'Email Access' callout points to the Mail tile. The OneDrive tile has a callout box stating: 'HCPS OneDrive for Business. File Storage: creation and sharing'. Below the apps, a section titled 'Your recent online documents' is partially visible, showing a 'New' document and a 'LAST OPENED' label.

Continue 

Documents

The screenshot displays the Office 365 OneDrive interface. At the top, there is a blue header with the Office 365 logo, 'OneDrive', and the HOPS logo. Below the header, a search bar is visible on the left. The main area is divided into a left sidebar and a central file list. The sidebar includes 'Student - King B...', 'Files', 'Recent', 'Shared with me', and 'Recycle bin'. The central file list shows folders for 'Journal Entries' and 'Life Science Labs', and a file named 'Presentation.pptx'. The 'New' button in the top right of the file list is circled in orange, and a dropdown menu is open, showing options: 'Folder', 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Excel survey', and 'Link'. Three orange callout boxes provide instructions: one points to the 'New' button, another points to the 'Shared with me' link, and a third points to the dropdown menu.

Office 365 OneDrive HOPS

Search

Student - King B...

Files

Recent

Shared with me

Recycle bin

Where to find folders and files (like OneNote notebooks) that a teacher or peer shares with you

Files

↑ Name

Journal Entries

Life Science Labs

Presentation.pptx

New

Upload

Sync

Folder

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

Excel survey

Link

Select +New to create a new item. It will save directly to your OneDrive

Here are the file options. Create folders for storage of similar files

Continue



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

