Sign into Office 365 on a District Computer

1. Click on Microsoft O365 Portal Icon on the desktop

2. On the following screen, you are asked for your network ID and password.

   ➢ Network ID is the username you used to log onto the computer followed by @islipufsd-students.org. (Keep in mind that this sometimes includes a number after the letters.)

   e.g. smijan@islipufsd-students.org
   OR
   e.g. smijan1@islipufsd-students.org

3. After you enter your network ID, you will automatically be logged into Office 365. You do not need to enter your password when you are on a district computer.
Sign into Office 365 at home or any non-district computer

1. Open a web browser and go to https://portal.microsoftonline.com

2. Enter your network ID and password.
   
   Network ID is the username you used to log onto the computer followed by @islipufsd-students.org. (Keep in mind that this sometimes includes a number after the letters.)

   e.g. smijan@islipufsd-students.org
   OR
   e.g. smijan1@islipufsd-students.org

3. You will be redirected to another page, which has the Islip Logo on it. Enter your password in the box provided.

   Password is the same password you use when logging into Islip computers.

4. You will be automatically logged into Office 365.