



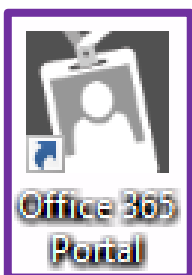
How to Log into Office 365

"O365"

3-2-17

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

someone@example.com
Password

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.

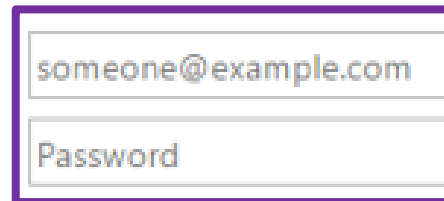
Sign into Office 365 at home or any non-district computer

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.