



Logging into Microsoft Office 365 @ Home

To Sign-in:

1. Go to <https://portal.hannasd.org> on your computer
2. At the login screen, enter your school email address and password and click OK.

Authentication Required

https://adfs.hannasd.org is requesting your username and password.

User Name:

Password:

OK Cancel

3. On the main O365 screen you can access Outlook, OneNote, Teams and the entire Microsoft office suite. Just click an icon to open an application.

