

How To: Log Into and Log Out of Microsoft Office 365

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What is Microsoft Office 365?



Microsoft Office 365 is a office software and services suite hosted online in the cloud which offers access to various services and software built around the Microsoft Office platform, including E-mail, MS Word, MS Powerpoint, and MS Excel.

What is the cloud?

- "The cloud" can simply be described as a metaphor for the Internet.
- Applications and services hosted in the cloud are all accessible via the Internet and the data stored is held in a remote location.
- As such, cloud based applications and services can be accessed from anywhere in the world from a multitude of devices such as desktop computers, laptops, tablets and other mobile devices.

What are the primary benefits of Office 365?

Office 365 allows end users to access their documents and files from anywhere in the world and on virtually any device. Moving to a new cloud-based system will enable HLPUSD employees to have a wider range of functionality while saving a significant amount of operational expense.

To Log In to Office 365:

1. Open a web browser and enter web address <http://portal.office.com>
2. For your login, enter your **full** HLPUSD e-mail address e.g. ttan@hlpusd.k12.ca.us
3. For your password, enter your HLPUSD password
4. Click the Sign In button

To Log Out of Office 365:

1. Close the web browser window that you are using with Office 365 **or** click profile and select Sign Out. **** This is an important security step, do not forget to log out of your session or close the browser, or your account may be open to the next users ****

Tutorial video available online at: <http://www.hlpschools.org/help>

For help contact HLPUSD Help Desk at: x1111, or (626) 933-1111, or helpdesk@hlpusd.k12.ca.us