First-Time Setup
Office 365 for Students

Login

1. In a web browser like Internet Explorer or Chrome, go to **http://portal.office.com**
2. In the first box, type your Georgetown ISD student email address: *YourComputerUsername*@**students.georgetownisd.org**
3. In the second box, type your **computer password**.
4. **Do not** check the **Keep me signed in** box if you are using a shared device, such as a school computer or school iPad.
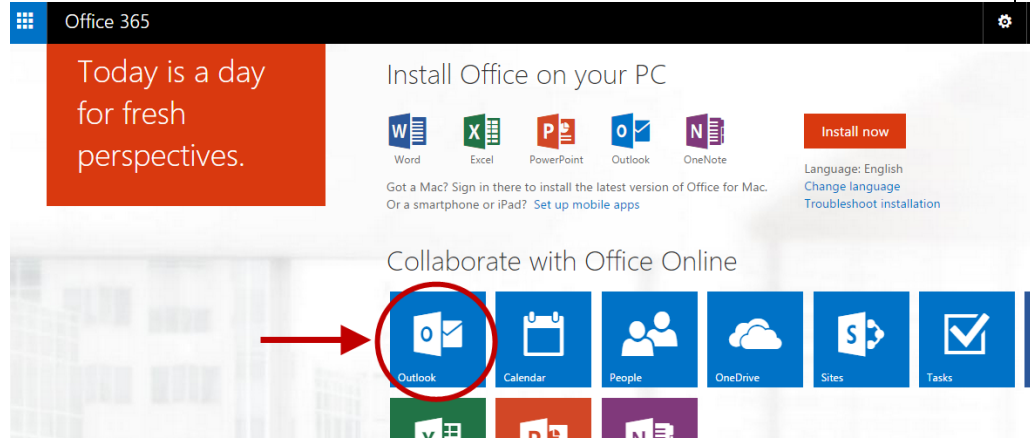5. Click the **Sign in** button.

Open Outlook Email

Click on the **Outlook** icon to open your email.

Settings

1. Select your **Language** from the first drop-down menu.
   - The default is **English (United States)**.
2. Select your **Time zone** from the second drop-down menu.
   - Georgetown, Texas is in **(UTC-06:00) Central Time (US & Canada)**.
3. Click **save**.