



Student Instructions for Downloading and Logging into School Apps

All students in the Scott County School System now have their own personal Microsoft Office 365 accounts. This allows them access to school email and helpful apps, including Word, PowerPoint, Teams, OneDrive, and many more.

Below are quick steps to guide students on how to access these tools. Once setup, students will need to login. Their login information is very simple if they remember their student number and password for Compass, PowerSchool, and other apps we already use. To login to any Microsoft Office 365 app, type in your student number followed by @student.scottcounty.net for the username (For example, 1234567@student.scottcounty.net). Your password is the same password you use for Compass, PowerSchool, and other apps we already use. This information can also be found at the bottom of your most recent grade card or by contacting your teacher. After logging in, you may be asked to choose your time zone. Be sure to choose "Eastern (US/Canada/Mexico)".

- **Email:**
 1. If using a web browser, navigate to www.hms.scottcounty.net and click the "webmail" tab at the top right corner.
 2. If using a mobile device, you can download the Microsoft Outlook app for business by searching for "Outlook" in your app store.
 3. Follow the onscreen instructions for entering in your login information as described above.
 4. After logging in, you may be asked to choose your time zone. Be sure to choose "Eastern (US/Canada/Mexico)".

- **Teams:**
 1. If using a web browser, navigate to <https://products.office.com/en-us/microsoft-teams/download-app> and download/install the app on your computer.
 2. If using a mobile device, you can download the Microsoft Teams app for business by searching for "Teams" in your app store.
 3. Follow the onscreen instructions for entering in your login information as described above.
 4. After logging in, you may be asked to choose your time zone. Be sure to choose "Eastern (US/Canada/Mexico)".

- OneDrive:
 1. If using a web browser, navigate to <https://products.office.com/en-us/onedrive/download> and download/install the app on your computer.
 2. If using a mobile device, you can download the Microsoft OneDrive app for business by searching for “OneDrive” in your app store.
 3. Follow the onscreen instructions for entering in your login information as described above.
 4. After logging in, you may be asked to choose your time zone. Be sure to choose “Eastern (US/Canada/Mexico)”.

- Office (Word, PowerPoint, Etc.):
 1. If using a web browser, login to your Outlook email account as described above.
 2. Once logged in, click on the nine dots located in the left-hand corner of the screen.
 3. Click on the “Office 365” link in the top right-hand corner of the banner that appears.
 4. Choose the Office 365 app you wish to use from the list, or click the “Install Office” tab located at the top of the screen to install the entire Office 365 suite.
 5. If using a mobile device, you can download most basic Microsoft Office 365 apps from your app store. Simply search for the one you wish to use, such as “Word”.
 6. Follow the onscreen instructions for entering in your login information as described above if asked to do so.
 7. You may be asked to choose your time zone. Be sure to choose “Eastern (US/Canada/Mexico)”.

If you need further assistance, please visit <https://support.office.com/en-us/article/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f> for detailed instructions specific to your device. You can also visit https://support.office.com/en-US/office-training-center?WT.mc_id=365AdminCSH for tutorials on using each app. If you have issues logging in or finding your login information, please contact your teacher.

****It is important each student successfully logs into these apps as they will be used by their teacher in the future. Further instructions will be given by each teacher accordingly.****