

Accessing Office 365 (Student Guide)

Office 365 is a suite of productivity tools available online including Word, Excel, PowerPoint, OneNote, Outlook, Teams, Sway and more. Students can access Office 365 on a variety of devices via a web browser.

Login to Office 365

1. On a mobile device, go to <https://launchpad.classlink.com/henry>
2. Username: Student ID#
Password: first name initial + last name initial + 6 digit birthdate + # (ex. bw061405#)

Some students may have changed their password. Their Launchpad password is the same password they use to login to a computer.

(or click Sign In with Google)

3. Once logged into Classlink click the Office 365 icon.
4. Students may be prompted to enter another username and password.
 - Username: Henry County email address studentid#@henry.k12.ga.us
 - Password is same as Launchpad password
5. Click the App switcher to choose Outlook
 - You can send or read your received messages

