

Checking Your School Email

1. Log into your HCS Launchpad with your usual username and password.



Note:

You **cannot** access your school email through Gmail.

If you do not go through the HCS Launchpad app to access it, you will need to go through Google to find Office 365 and login there.

2. Find the Office 365 app and click on it:



3. When you arrive at the login screen, you will use your usual login information to get in with ONE EXCEPTION. After your student number, you will need to add the following: **@henry.k12.ga.us**. You will also want to make sure you have the “#” sign on your password.



Sign in with your organizational account

Sign in