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