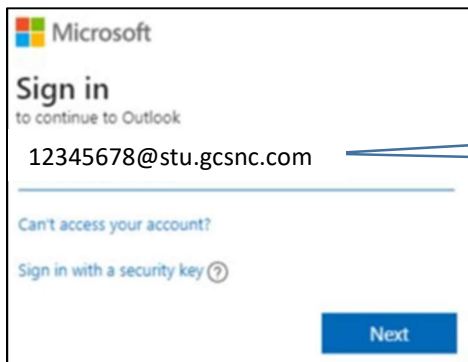


Microsoft Office 365 – Student Login

How to Login to MS Office 365 – access EMAIL and ONEDRIVE

Students can access their Outlook email and other Microsoft apps by logging into their *Microsoft Office 365* account using the following steps:

- Open a web browser like **Microsoft Edge** or **Google Chrome**
- Go to: Outlook.office.com
- At the Microsoft sign in window **Sign in with your GCS Student ID** (*LunchNumber@stu.gcsnc.com*)



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text reads "Sign in to continue to Outlook". A text input field contains the email address "12345678@stu.gcsnc.com". Below the input field are two links: "Can't access your account?" and "Sign in with a security key". At the bottom right is a blue "Next" button.

12345678@stu.gcsnc.com

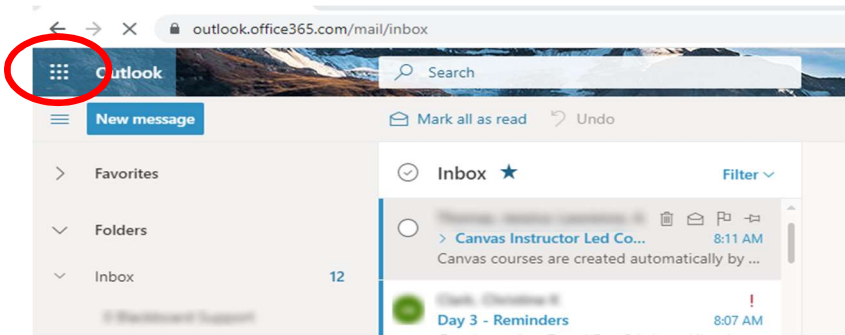
- The *password* is your BIRTHDATE in the following format – MMDDYYYY (ex. 04042008)
- You may be prompted to select your **Language** and **Time Zone**.



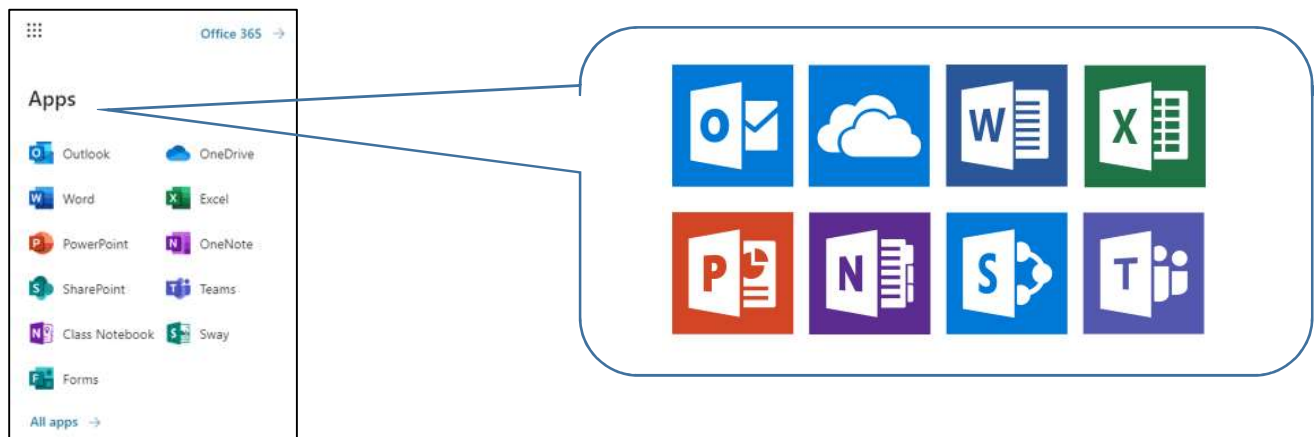
The screenshot shows the Outlook language and time zone selection screen. At the top left is the Outlook logo. Below it, the text reads "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language:" with "English (Canada)" selected, and "Time zone:" with "(UTC-05:00) Eastern Time (US & Canada)" selected. At the bottom left is a blue "Save" button with a circular arrow icon.

- Once you are signed in, your **Outlook** email opens in Office 365.

- Click on the **App Launcher (Office Waffle)** to see your other Office 365 apps.



- From the App Launcher, you will find Outlook (*email*), OneDrive, Word, Excel, PowerPoint and more.



If you have any issues logging into your **Microsoft Office 365** account, please contact **GCS Technology Customer Service**.

Email: **helpdesk@gcsnc.com**

Phone: **336-370-8179**