

How to log in to your Highland School Office 365 account:

**Remember, this is a school account, not a personal account, that can be viewed by others, including your teachers. **

- Go to www.hIGHLAND-k12.org
- On the left side of the webpage, click the “Office 365 Login” link.
- Your username is your first and last name with no spaces, followed by “@highland-k12.org”

For example: johnsmith@highland-k12.org
example: johnsmith@highland-k12.org

- Your password is your lunch number.

- Click on ONE DRIVE



(with the little blue cloud over it).

- On the left, click on “Shared” to get documents shared by your teachers.

Check in often to see if there are updates!