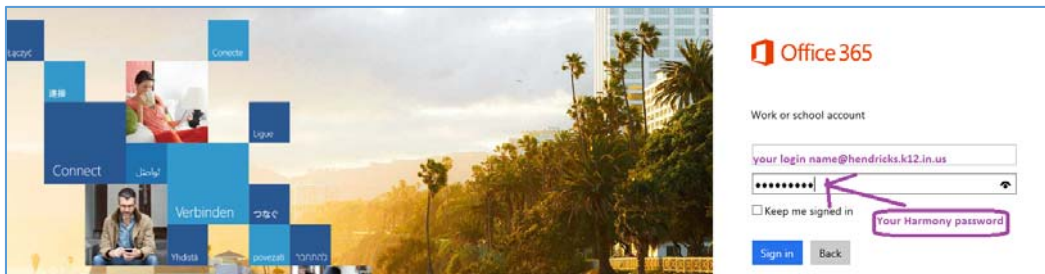


# How to ACCESS Outlook email and Microsoft Office

1. From the District webpage CLICK on Resource Links and then choose Microsoft Office and Email.



2. Once you CLICK on the link you will see the following screen where you will type in your [username@hendricks.k12.in.us](mailto:username@hendricks.k12.in.us) and your Harmony password:



3. Once you have entered this information correctly and CLICKED Sign in (or hit the TAB button) you will see the following:

