

# How to login to office 365 both at school, and at home.

First, go to the office 365 login screen by holding down ctrl and clicking here <https://login.microsoftonline.com/> Or click the Office 365 shortcut on the home screen.

On the login screen type in your student id number followed by @student.lcps.org



It will then redirect you to the LCPS office 365 login when you click on the password field.

Sign in with your work or school account

123456@student.lcps.org

Password

On the LCPS login screen, use the same login, (you can bookmark this page in your browser) with the password you use for the school computer.

## Loudoun County Public Schools Outlook WebAccess

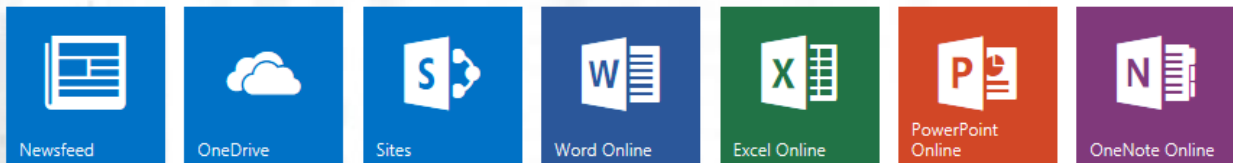
Type your userID@lcps.org and password.

User name:  Example:

Password:

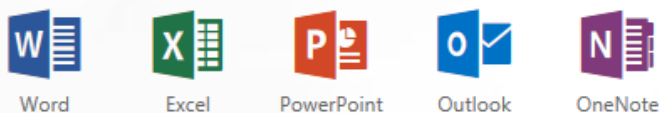
You can now use all of the programs listed here at school and at home by clicking on them.

## Collaborate with Office Online



The install button is to install office 365 at home, **for free!** Make sure to uncheck the Bing bar and MSN homepage. Unless of course, if you like Bing.

## Install Office on your PC



Language: English [Change](#)

- Make Bing your search engine
- Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome and Safari

[Install now](#)