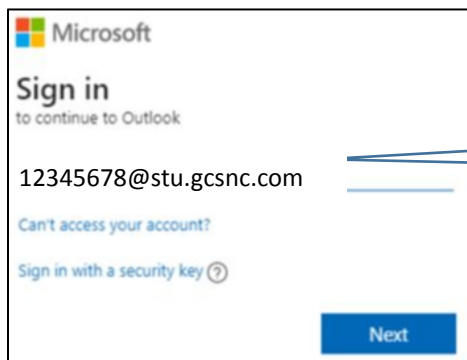


Microsoft Office 365 – Students Login

Including Microsoft Outlook Email App for Students

Students can access their GCS student 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*)



Microsoft
Sign in
to continue to Outlook

12345678@stu.gcsnc.com

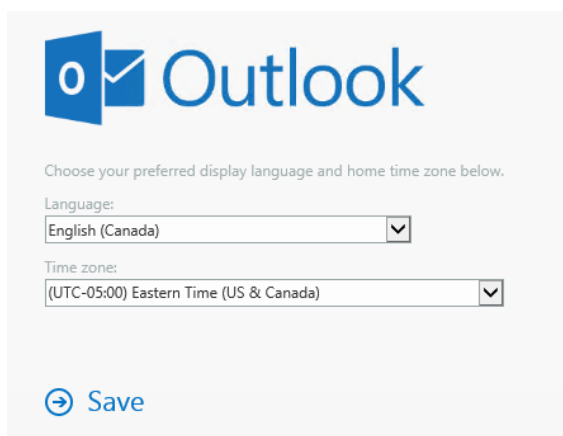
Can't access your account?

Sign in with a security key (?)

Next

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**.



Outlook

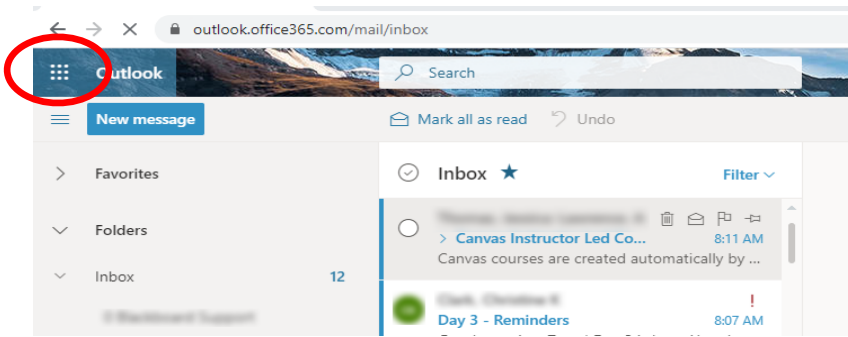
Choose your preferred display language and home time zone below.

Language:
English (Canada) ▼

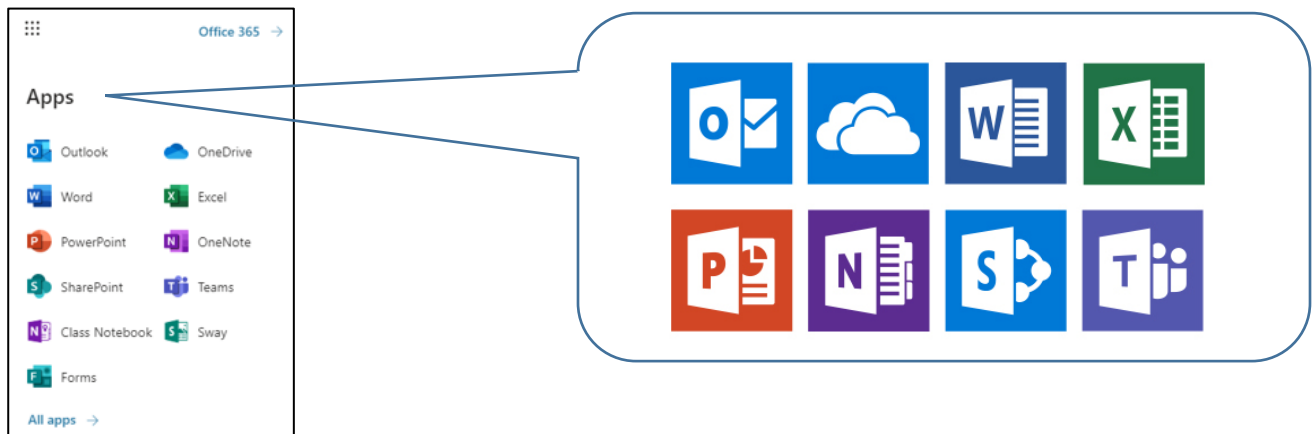
Time zone:
(UTC-05:00) Eastern Time (US & Canada) ▼

Save

- 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**