

Accessing Lake Worth ISD Email Office 365

Accessing LWISD Email from a Computer

Go to www.office.com

Login = lastnamefirstinitial@lwisd.org (e.g. John Smith = smithj@lwisd.org)

Password = same as network password (used to login to computer)

On the Apps screen, select Outlook.

On initial login, you will be prompted to select the time zone.

Click Save.

You will be directed to your inbox.

Accessing LWISD Email from a Previously Set-up Smartphone

Make the following changes:

Server = outlook.office365.com

Login = lastnamefirstinitial@lwisd.org (e.g. John Smith = smithj@lwisd.org)

Password = same as network password (used to login to computer)

Login for District Computers (This has NOT changed.)

Login = lastnamefirstinitial (e.g. John Smith = smithj)

Password = same as network password (used to login to computer)