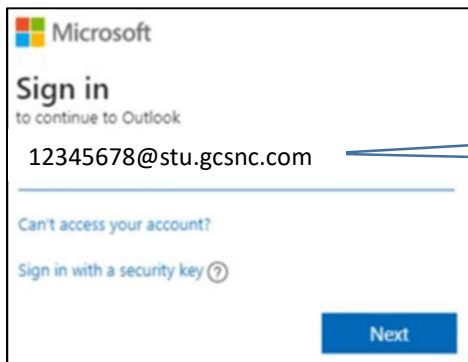# Microsoft Office 365 – Student Login

How to Login to MS Office 365 – access EMAIL and ONEDRIVE

Students can access their Outlook 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)
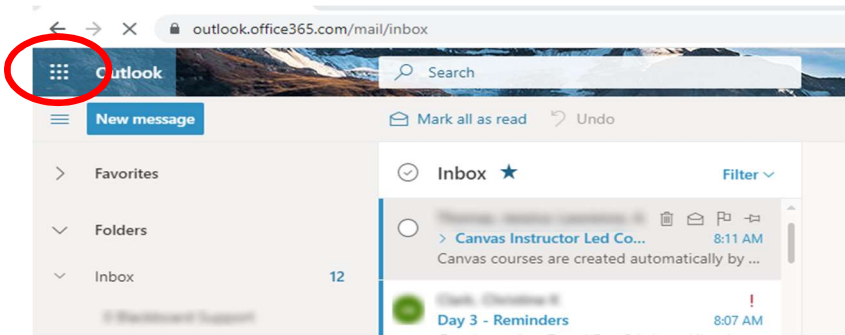

12345678@stu.gcsnc.com

- The *password* is your BIRTHDATE in the following format – MMDDYYYY (ex. 04042008)

- You may be prompted to select your **Language** and **Time Zone**.
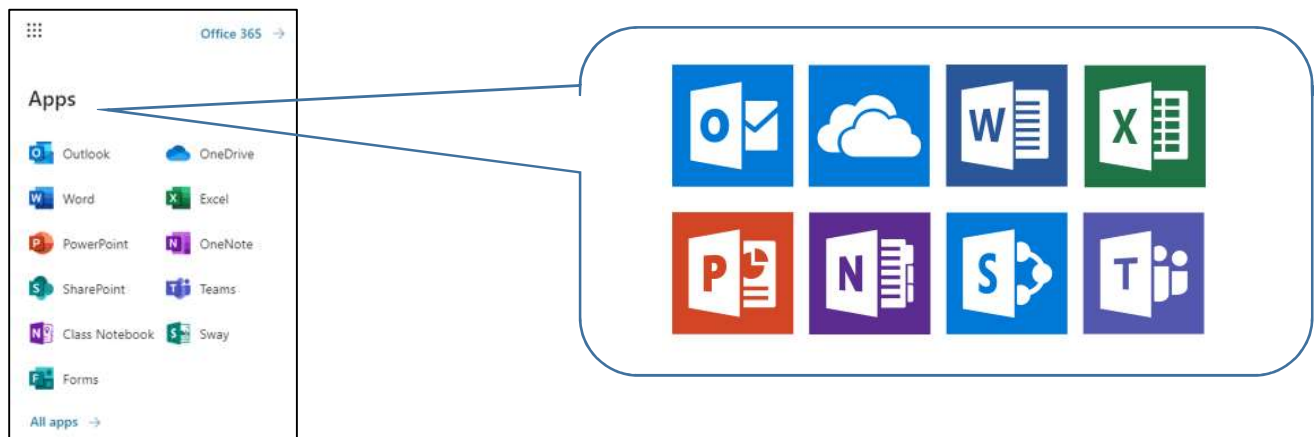

- Once you are signed in, your **Outlook** *email* opens in Office 365.

- 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**