

BELLEVUE CHRISTIAN | WITH PURPOSE

Accessing Microsoft Teams for Jr. and Sr. High Students

Microsoft Teams Meetings and Live Events will be used for distance learning and/or teletherapy. Use the table below to determine the best steps for your situation.

If you are logging on...	Go to...
Using a BCS device (on or off campus)	Section A
Using a non-school device (such as a family computer, personal laptop, etc.)	Section B
Using a tablet or mobile device	Section C
To Office 365	Section D

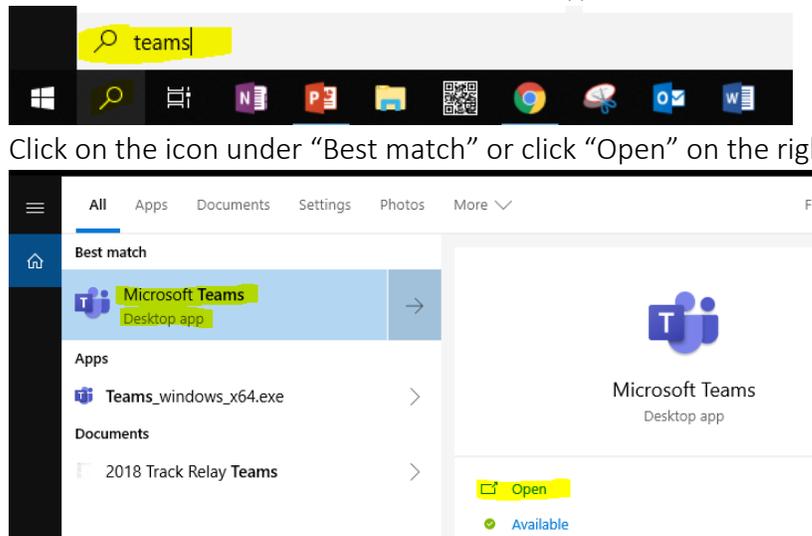
Section A: Using a BCS Device

Follow these steps to log on to the Microsoft Teams app using a BCS device:

1. Log on to the BCS device using the your BCS username (first.last) and password.
2. BCS devices are preconfigured with the Microsoft Teams app. You can open the app in either of the following ways:
 - a. Desktop Shortcut
 - i. Locate the shortcut on the desktop and double click to open the app.
 - b. Search for the application
 - i. Use the search feature on the taskbar and type “teams”



- ii. Click on the icon under “Best match” or click “Open” on the righthand side

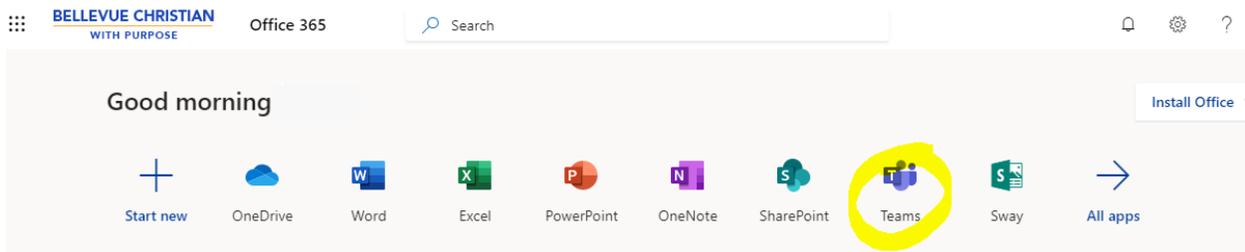


3. If prompted to login, use your BCS email address (first.last@bellevuechristian.org) and password. The first login may take a few moments to fully load.

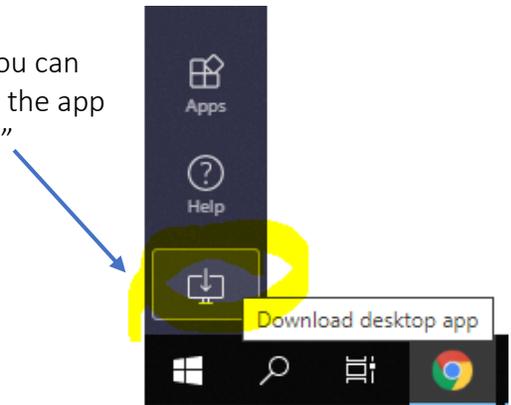
Section B: Using a Non-School Device

Follow these steps to log on Microsoft Teams using a non-school device, such as a family computer, personal laptop, or other shared device.

1. Use the appropriate login steps for your device in order to access a browser.
2. After logging on, open your preferred browser (BCS recommends using Chrome).
3. Log on to Office 365 using your BCS login information (your BCS email address (first.last@bellevuechristian.org) and password; see [Section D](#) for more detailed instructions).
4. The Office 365 Dashboard appears. Locate and click on the Teams icon



5. This will open the browser version of Microsoft Teams. You can use this platform to participate or, consider downloading the app to your computer by clicking the "Download desktop app" button on the left-hand sidebar, or going to <https://teams.microsoft.com/downloads>.



Section C: Using a Tablet or Mobile Device

Follow [this link](#) to find steps for downloading the Teams app to your mobile device or go to: <https://teams.microsoft.com/downloads>. The Teams mobile app is available on these platforms:



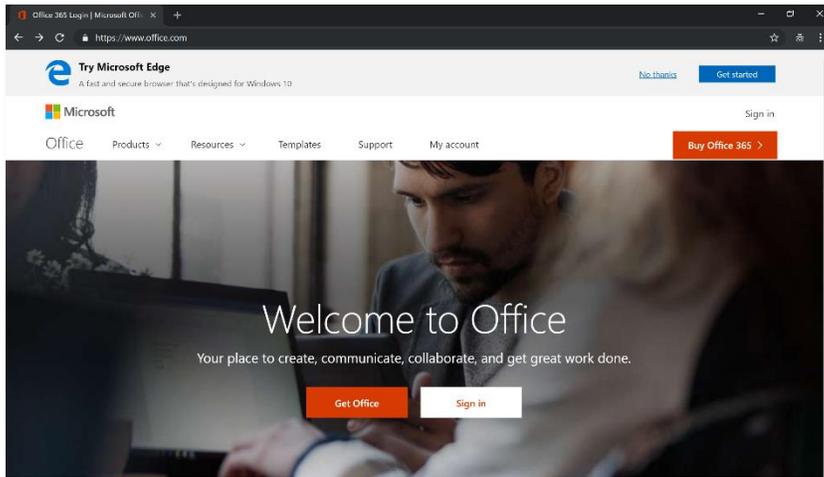
Section D: Logging on to Office 365

Follow these steps to log on to Office 365:

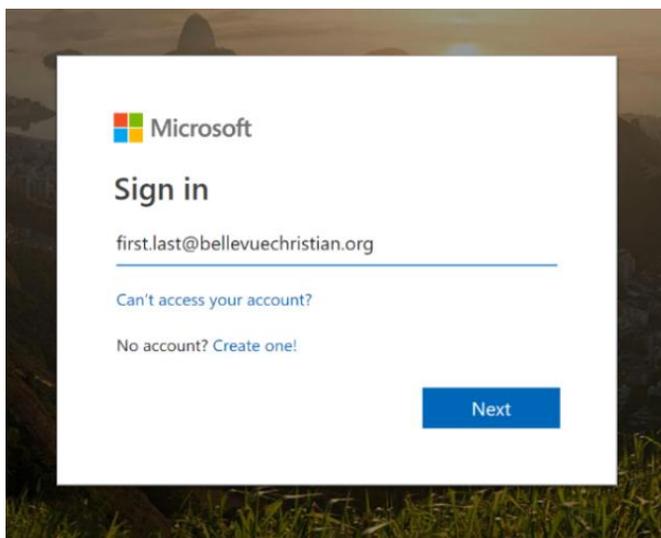
1. Open your preferred browser (BCS recommends using Chrome).
2. Enter the following: www.office.com

The “Welcome to Office” page appears.

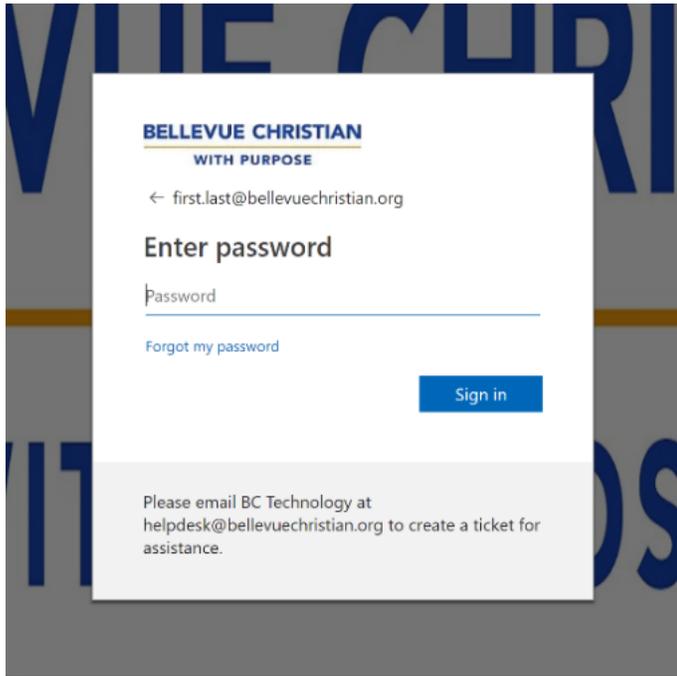
3. Click the white “Sign In” button.



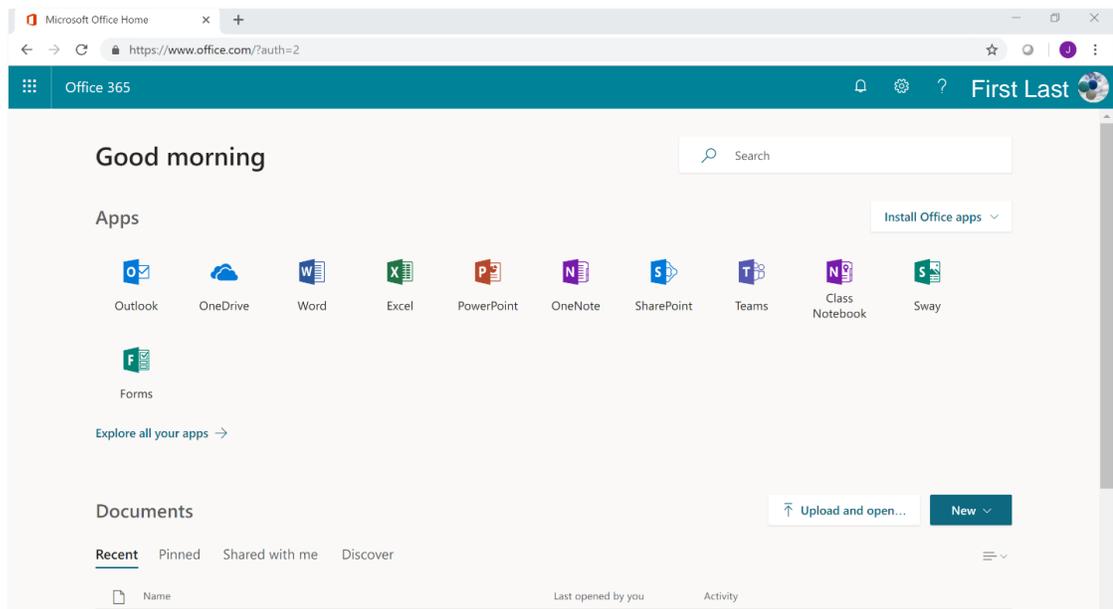
4. If necessary, click the + (plus sign) “Use another account.” Otherwise, enter your BCS email address (first.last@bellevuechristian.org) at the prompt and click Next.



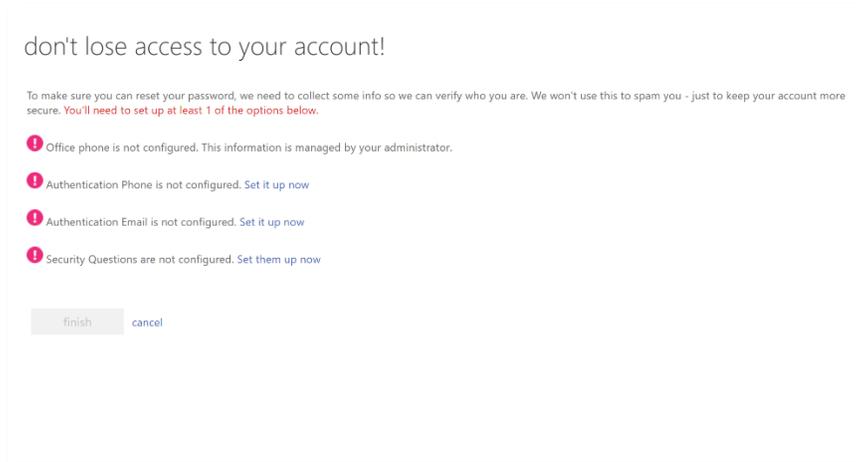
5. Enter your BCS password and click Sign in.



Your Office 365 dashboard appears, which allows you to access the apps and any documents that you have saved to your OneDrive account.



6. If you see a prompt that says, “More information required to keep your account secure,” click Next and take a moment to set up your account with a parent or guardian so you can reset your password easily. The BCS Educational & Information Technologies department can also reset passwords as needed. Please send an email to help@bellevuechristian.org for support with passwords.



You can choose to set up one of the options shown, which will help keep your account more secure and give you a method for resetting your password if you forget it. BCS recommends specifying your cell phone for the Authentication Phone.

You may also click “cancel”, which allows you to continue to your Office account and postpones setting up your account. Next time you log on to Office 365, you may see this screen again.

7. Start using Office 365 as desired. When you open an app for the first time, you may be prompted to accept the terms of use.