

## Parent Instructions for logging into Microsoft TEAMS

### If you are using a school device:

- Click on the **Teams**  app.
- If not logged in through your student, then log in. Use their **email** (example- [34ksmith@go.dsdmail.net](mailto:34ksmith@go.dsdmail.net)) and the password is their **Pin**.
- Click on **Calendar** on the left-hand navigation.
- The day and time you signed up should be there and will show an **appointment**.
- Click on the **appointment** and click **join the meeting**.

### Instructions if using a non-school device:

- Go to your school's webpage.
- Click on **student resources**
- Scroll down to the **Office 365**  icon.

- Click on the **Teams**  app.
- If not logged in through your student, then log in. Use their **email** (example- [34ksmith@go.dsdmail.net](mailto:34ksmith@go.dsdmail.net)) and the password is their **Pin**.
- Click on **Calendar** on the left-hand navigation.
- The **day** and **time** you signed up should be there and will show an **appointment**.
- Click on the **appointment** and click **join the meeting**.