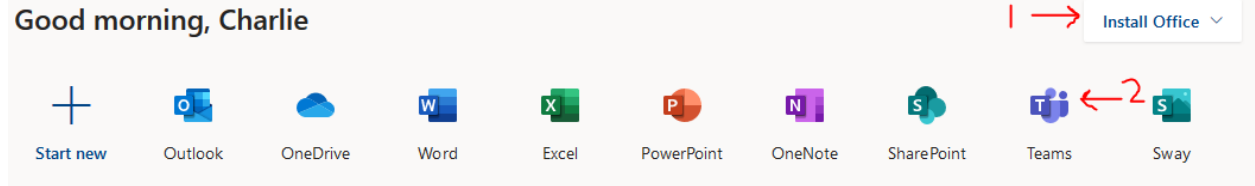


Logging in to Office 365 to use Teams

Go to <https://login.microsoftonline.com> (there is a link on the [Computer Lab Website](#)). Log in with your username and password, which your homeroom teacher should have told you.

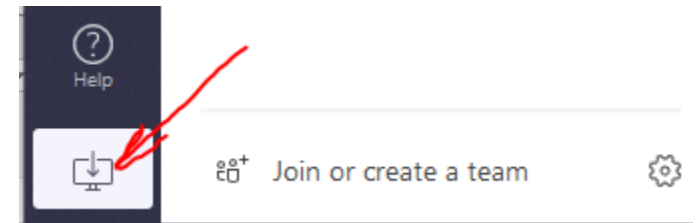
The Office 365 Dashboard:

- You can install Office 365 on your home computer if you need it (1)
- You can launch Teams (2)



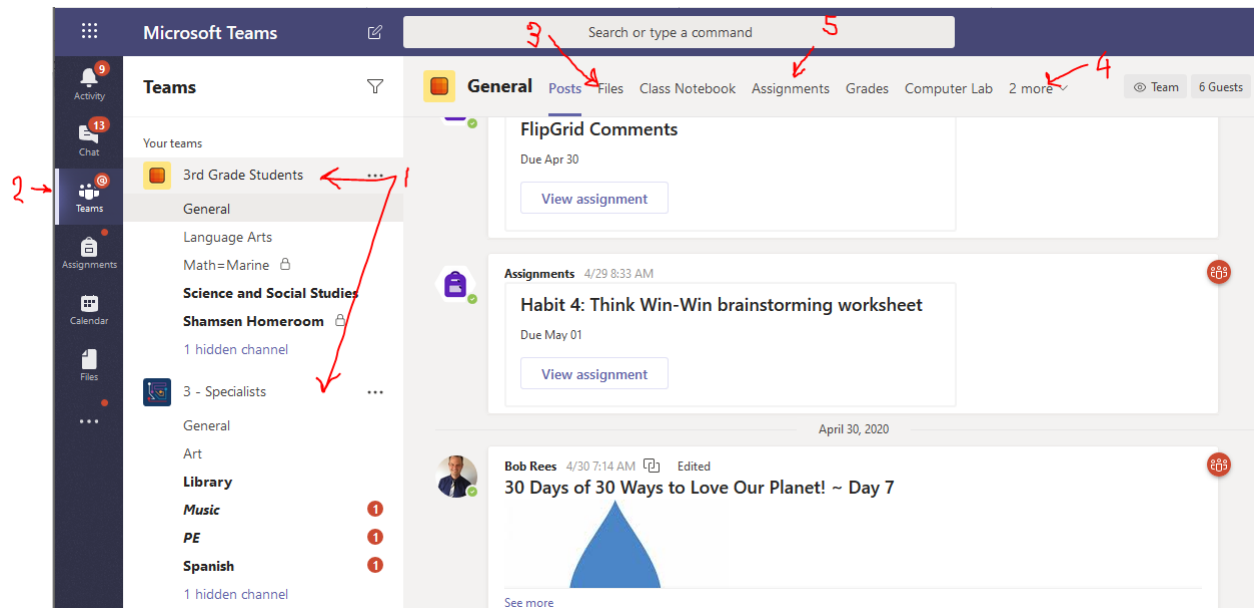
Teams

The first time you start Teams, it's a good idea to install the desktop version if you don't already have it, because it has more features. Click on the download arrow in the bottom left corner of the screen.



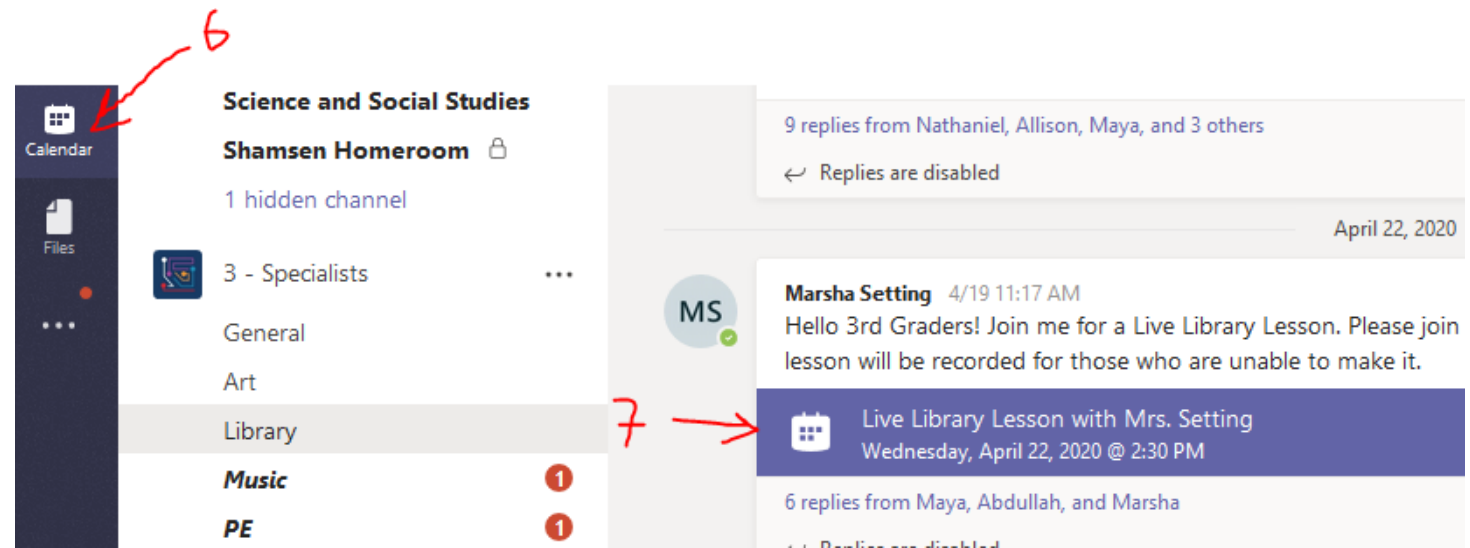
When you log in to Teams you should see:

- The team for your grade e.g. 3 – Students, Teams for your Math, Language Arts, Science and Social Studies Classes (varies by grade and you will not see all Teams yet) and a grade level Specialists Team (1).
- You can back to this screen by clicking on the 'Teams' icon (2)
- You can also see the 'Files' tab (3) where the teachers store video recordings of lessons you missed, and materials you need for class.
- Click on '1 More' to see what other tabs your teachers have added (4)
- Teacher will explain how the 'Assignments' (5) button works when they start using it.



There are two ways to join your classes or meetings:

- If the whole team is invited, you can click on the link you see in the general channel when it's the right time, (6).
- It's better to use the Calendar icon (7) where you will be able to see all the lessons you are invited to for the week. You can click on the lesson to join it, when the time is right. A message will pop up when your teacher starts the meeting; you can click on it to join.



Specialists

This is the team for your specialist classes.

- The general channel (1), is where your specialist teachers will use to make announcements – weekly overview, live lessons etc.
- Each subject has its own channel (2) where you will be able to ask your teachers questions
- At the top of **2 – Specialists** you will see a tab called 'Specialists Weekly Overview' (3) (you may have to click where it says '1 More' to be able to see it). Here you can see the plan for the week for all your specialist classes, including the time and links for live classes.
- Each subject channel (e.g. Art) has a 'Files' tab, where you will find folders for 'Class Materials' and 'Turn In'. You can read what's in the Class Materials folder, but you can't edit or upload there. You can upload to the Turn In folder. You will see the work you already saved is in there.
- If you need to ask your teachers a question, you can reply to one of the posts in the subject channels.

