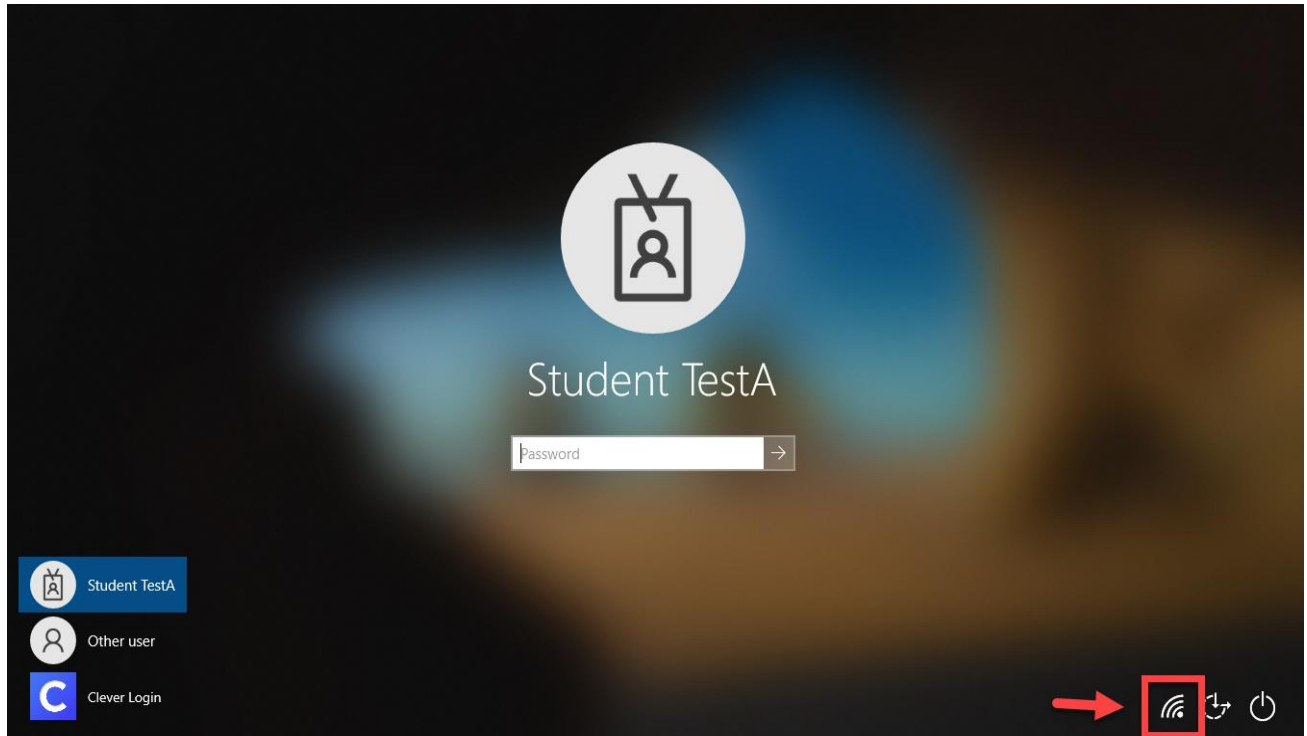


# Log in to District Laptop from Home

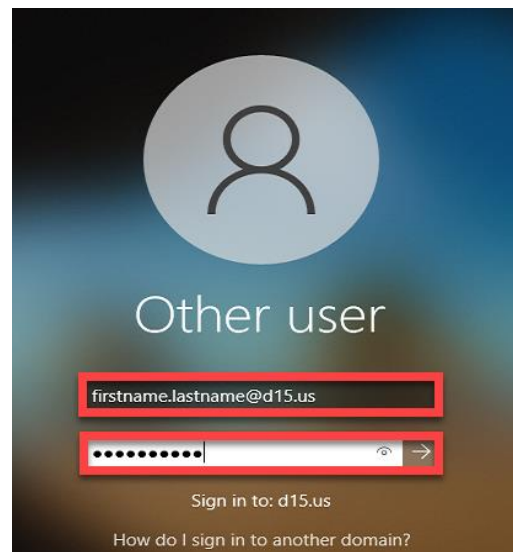
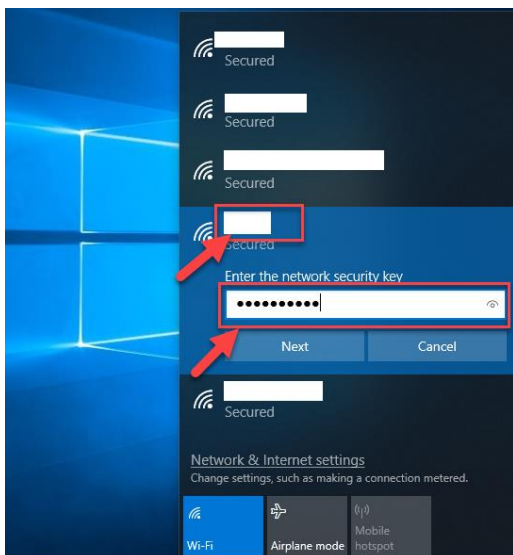
Step 1

Click on the Wi-Fi icon on the bottom right  
Click on **your** Wi-Fi connection and enter **your** Wi-Fi password



Step 2

Once your Wi-Fi is connected, sign in using **your** district email and password



# Use the Edge Browser

Step 1

Once you are logged in, click on the **Edge** icon



If this is the first time using Edge, Click **Confirm and continue**



Step 2

Start browsing or:

Express yourself by customizing Microsoft Edge with themes

Themes let you colour your browser to match your style. Choose from a number of options on the right.

Click **Next**



# Use the Edge Browser

Step 3

Start browsing or.

## Get to the sites you love right from your Windows taskbar

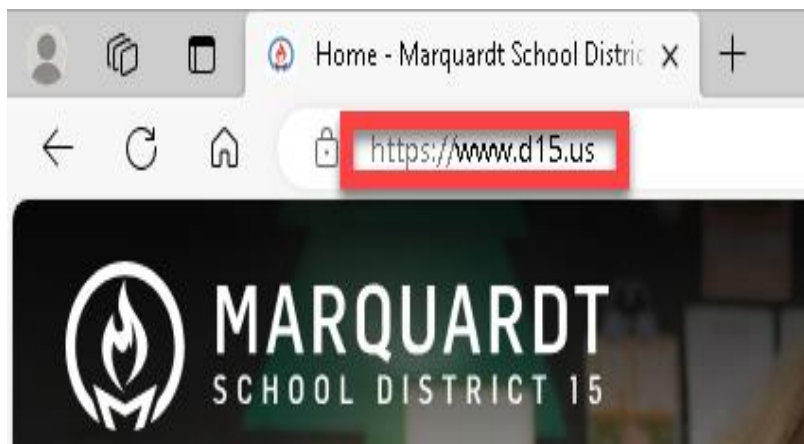
Pinning gives you quick access to the sites you love and use the most without even opening the browser. Select sites here to pin them to the Windows taskbar

Click **Finish**



Step 4

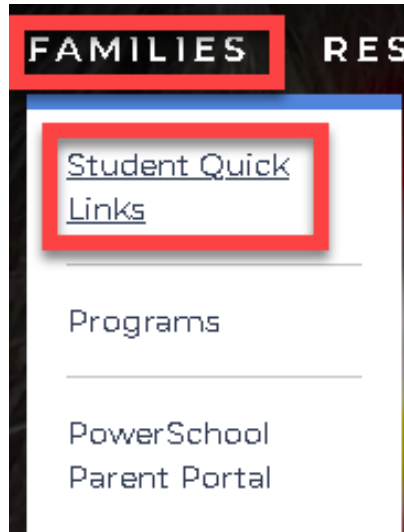
You should see your school home page. If you do not see your school homepage, type **www.d15.us** in the search bar



# Login in to Office 365

Step 1

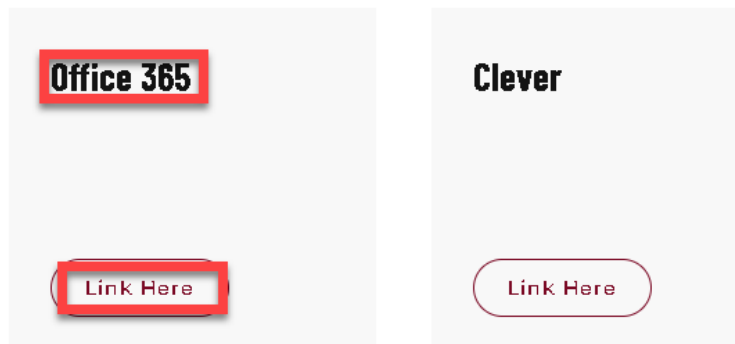
Under Families, click **Student Quick Links**



Step 2

Click **Link Here** under Office 365

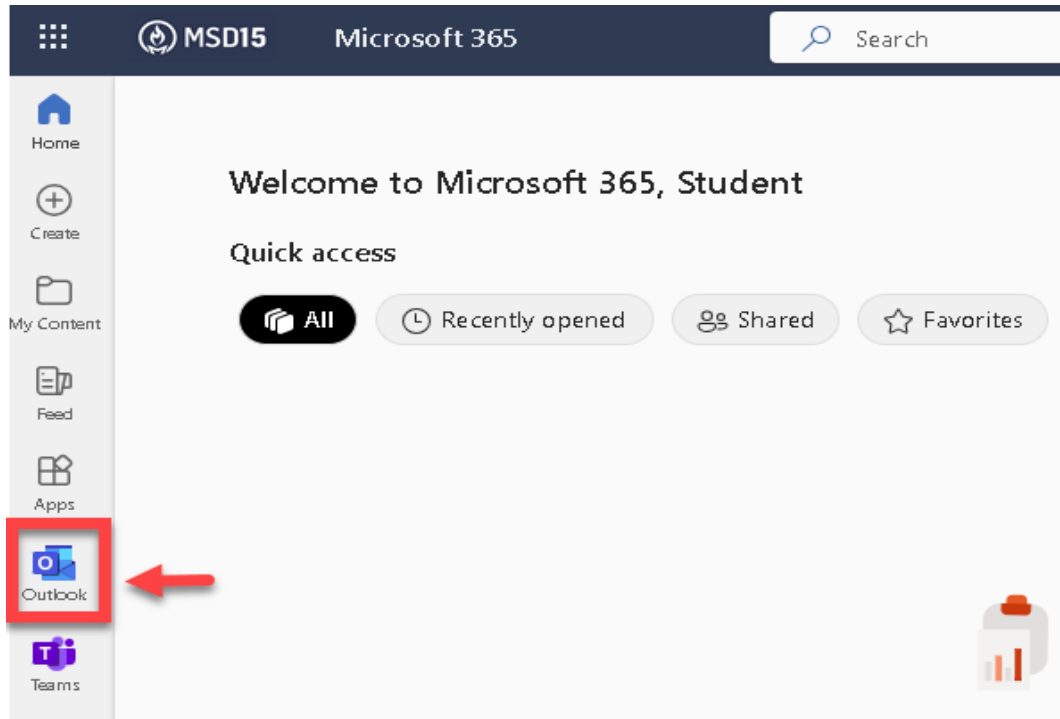
## STUDENT QUICK LINKS



# Using District Email

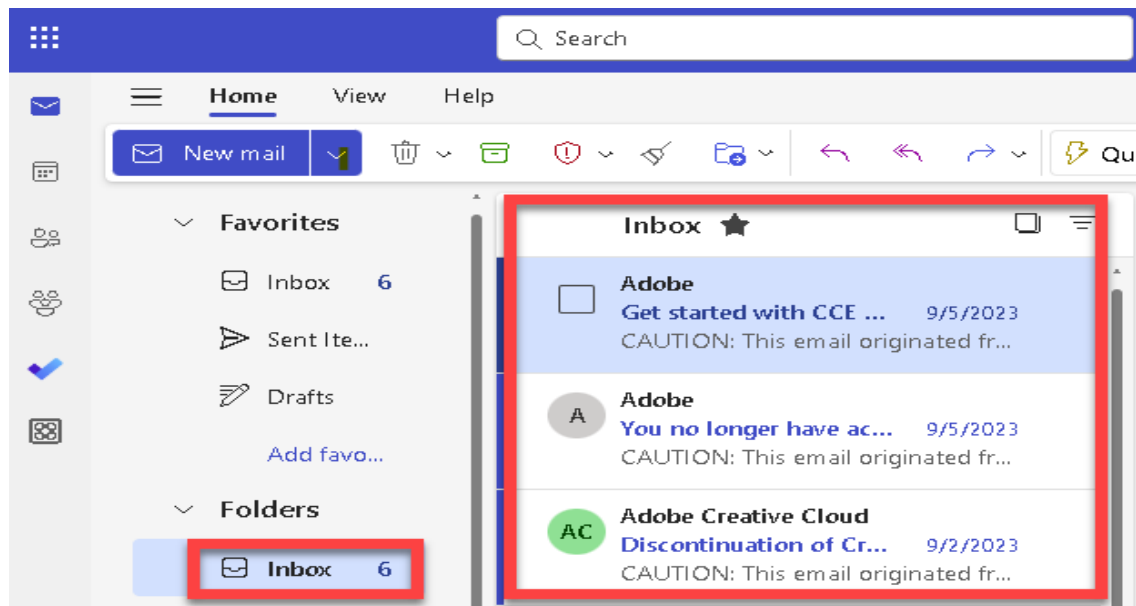
Click on the **Outlook** Icon in the Office 365 Portal

Step 1



Your emails are in the **Inbox**

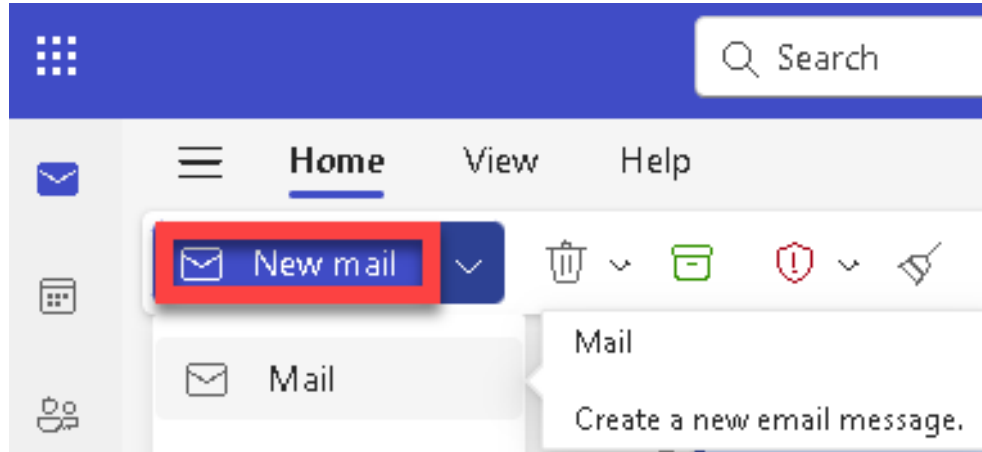
Step 2



# Using District Email

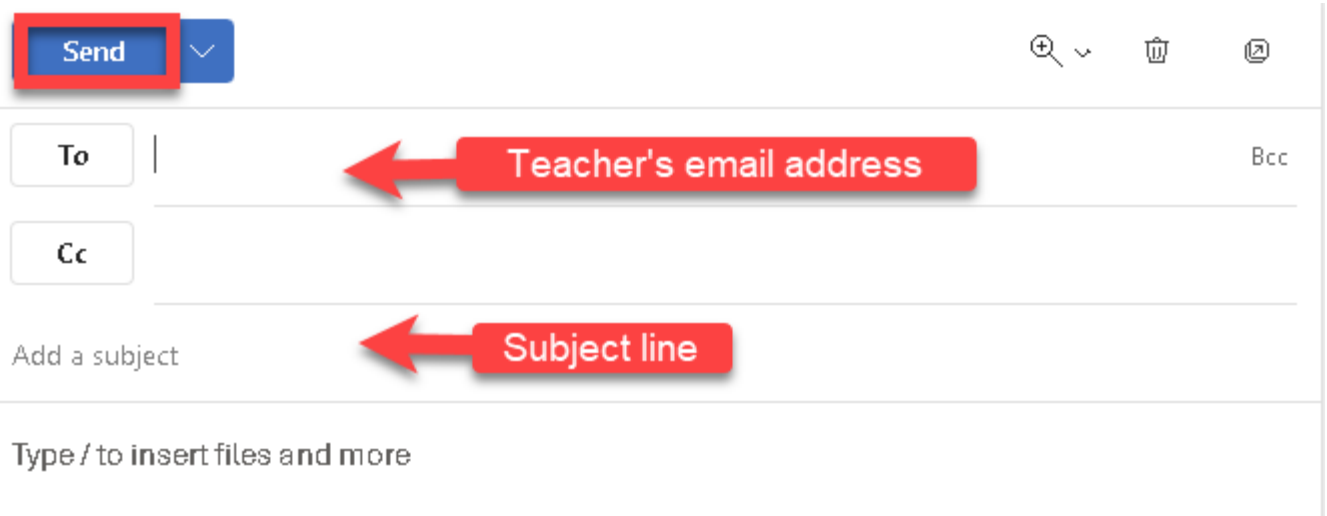
To send an email to your teacher click **New mail**

Step 3



Type your teachers email address, add a subject line, message, and click **Send**

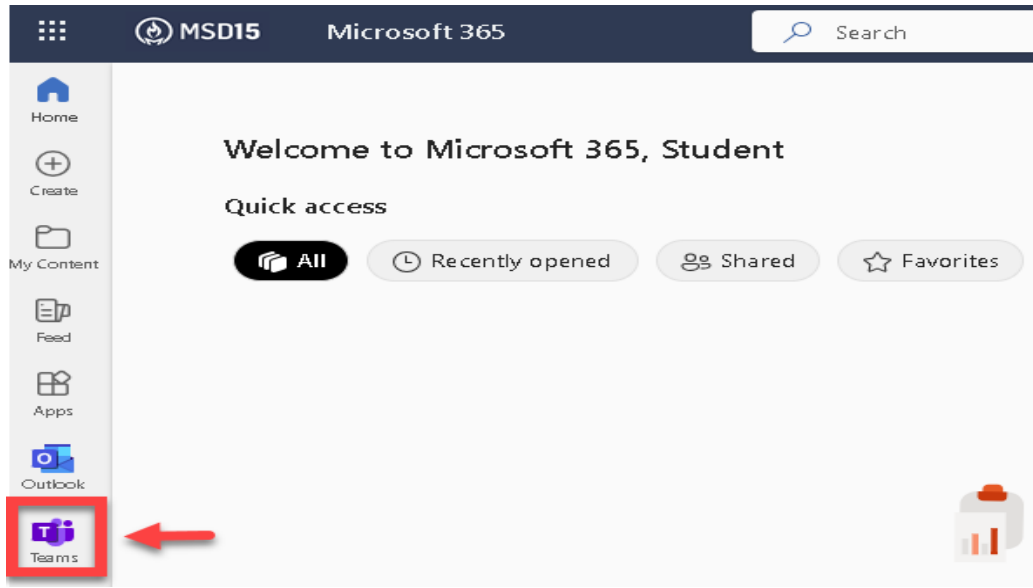
Step 4



# Using Teams

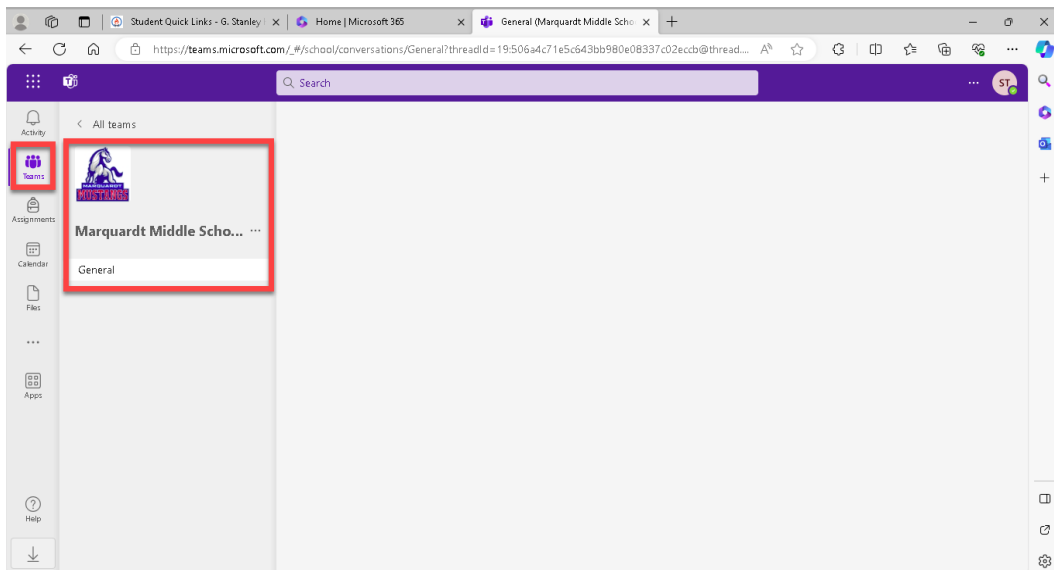
Click on the **Teams** Icon in the Office 365 Portal

Step 1



You will see **your** school Teams in the web version view

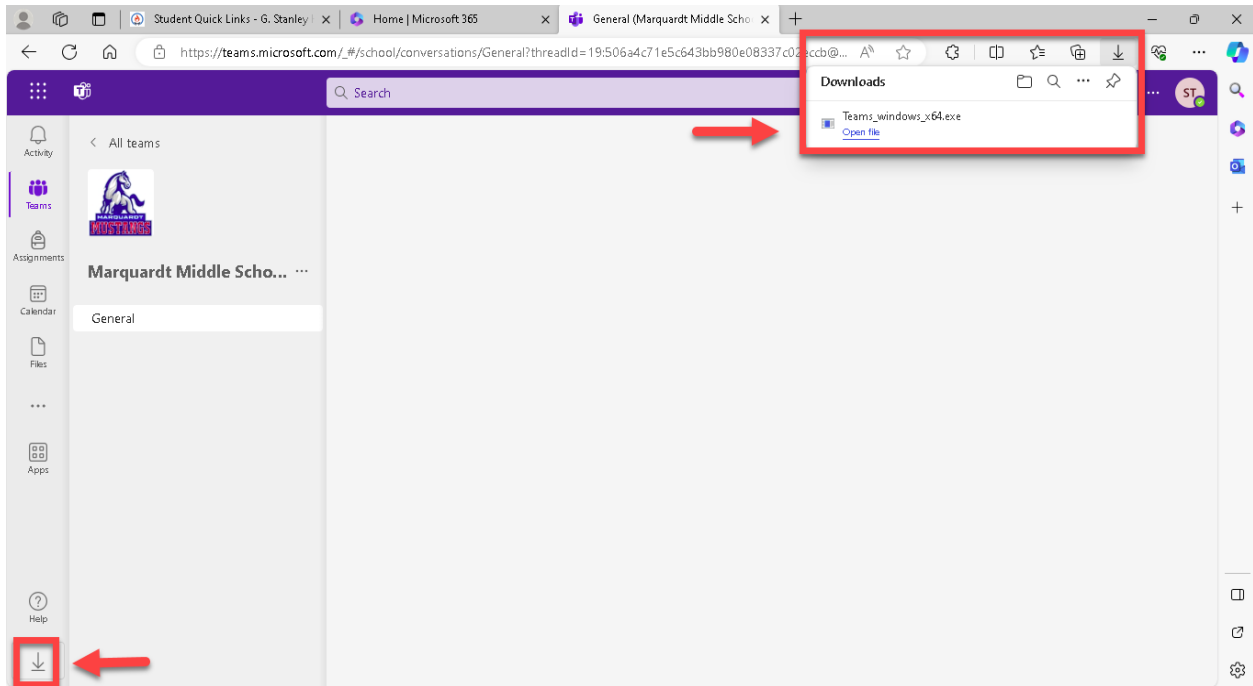
Step 2



# Using Teams

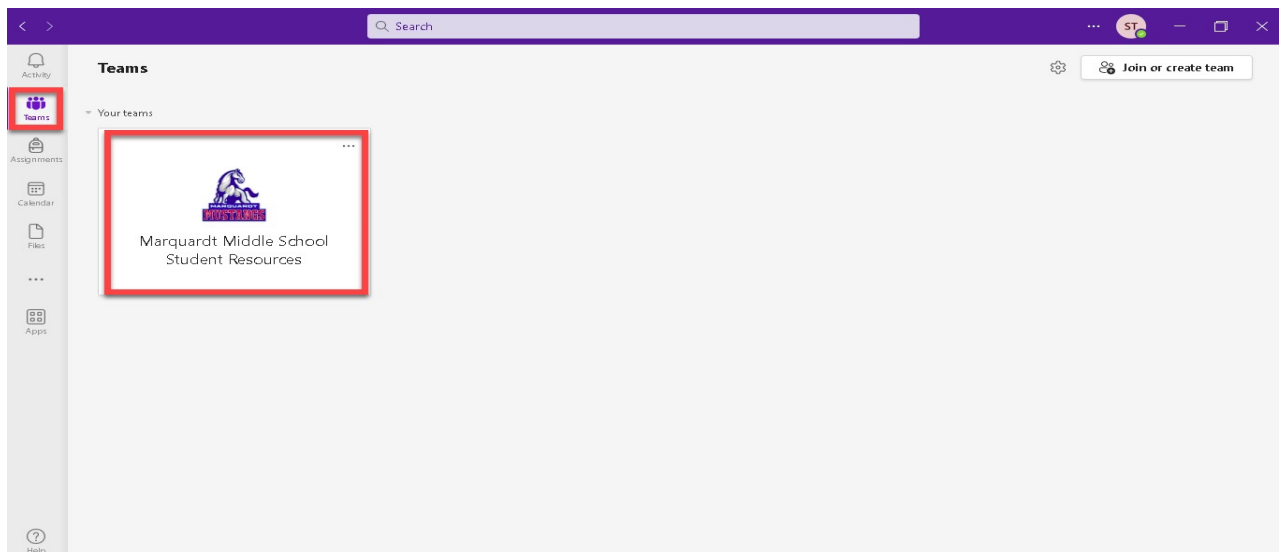
To download the Teams desktop app, click on the download **arrow** and click **open file**

Step 3



You will see **your** school Teams in the desktop app view

Step 4





# Login into Clever

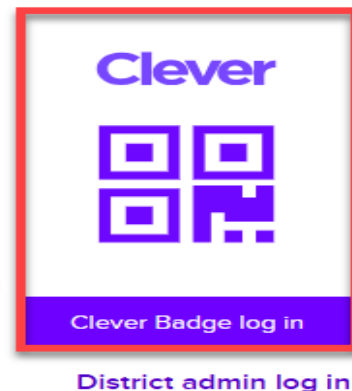
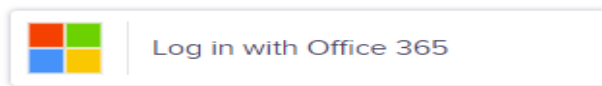
Step 1

Once you are logged into your computer, click on the **Clever** icon, on your desktop.



Marquardt School District 15

[Not your district?](#)



Click on **Clever Badge log in** to use your Clever Badge

Step 2

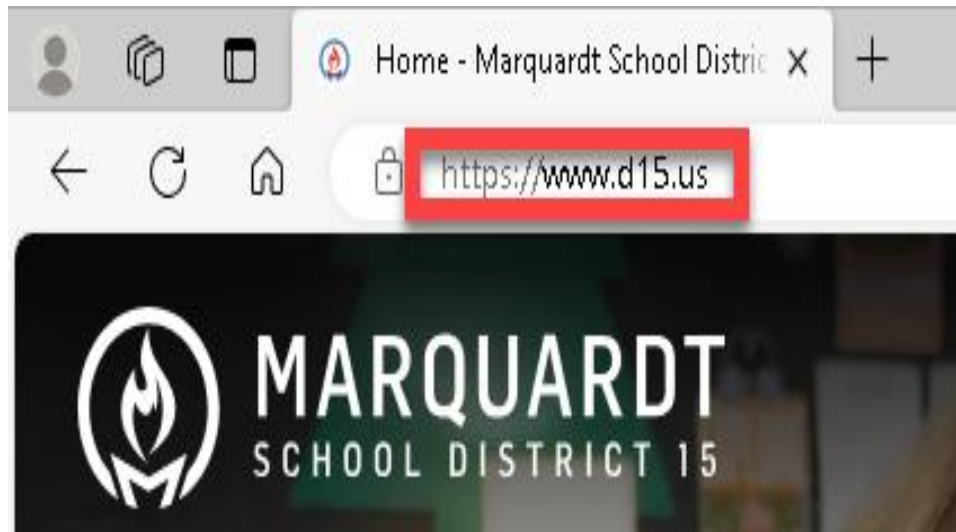
If you do not have a Clever Badge, click on the **Edge** icon



# Login to Clever

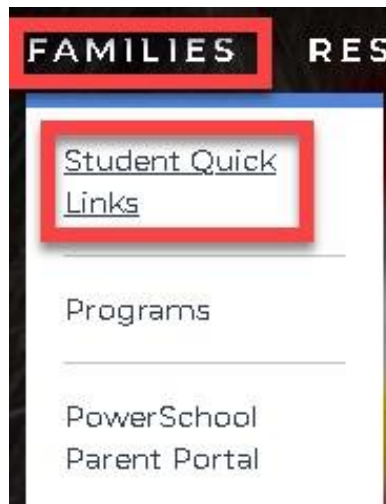
You should see your school home page. If you do not see your school homepage, type **www.d15.us** in the search bar

Step 3



Under Families, click **Student Quick Links**

Step 4

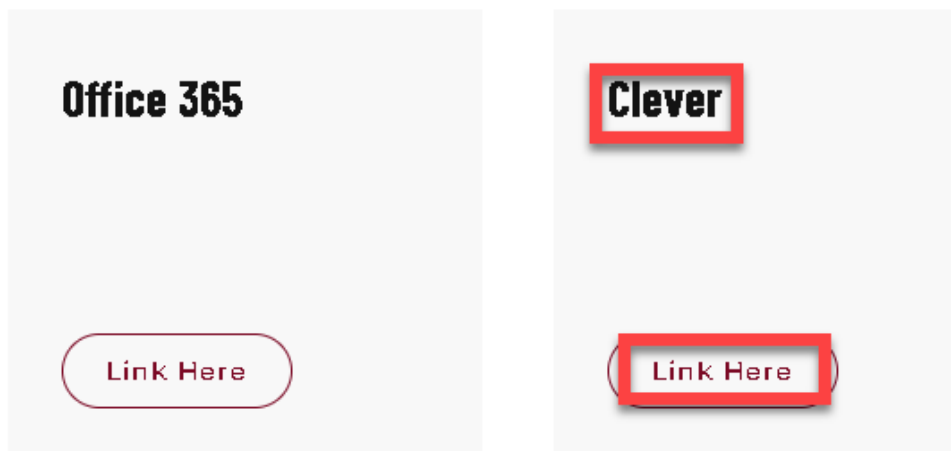


# Login to Clever

Click on **Link Here**, under Clever

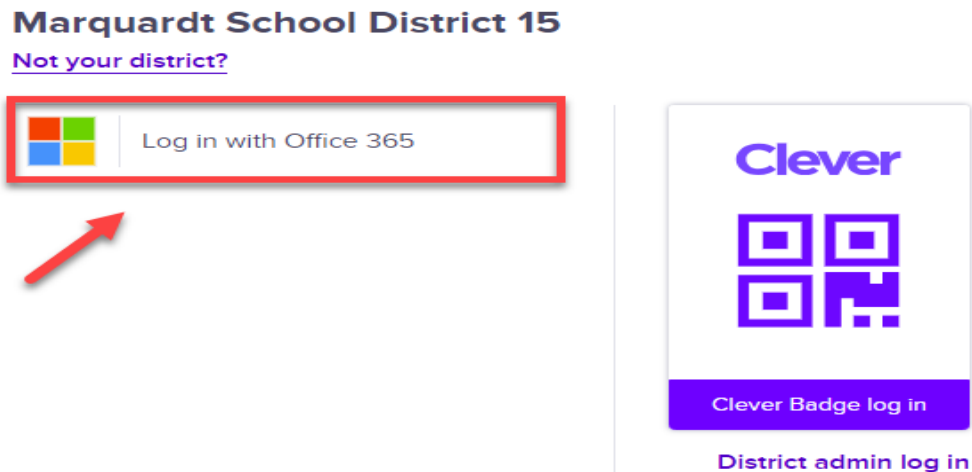
## STUDENT QUICK LINKS

Step 5



Login with your Office 365 account

Step 6



# Login to Clever

Sign in using your District email and password

Marquardt School District 15

Sign in

Firstname.Lastname@d15.us

.....

Sign in

Step 7

## Welcome to the Clever Portal

Step 8

Complete page 12 of 12