



RICHLAND ONE

ENGAGE • EDUCATE • EMPOWER

The Parents' Guide to Microsoft Teams

Richland School District One

What is Microsoft Teams?



- Think of Microsoft Teams (Teams) as your child's link to learning.
- Teachers use Teams to share assignments, homework, video chat, and correspond with students.

Getting Started



- Your student will be able to log in with their student Id number @rcsd1.org
- **Username:** john.patt2345@r1student.org **Password:** (what students use to login to the computers at school).
- If you are unsure what your student's ID number is contact their teacher.



Getting Started



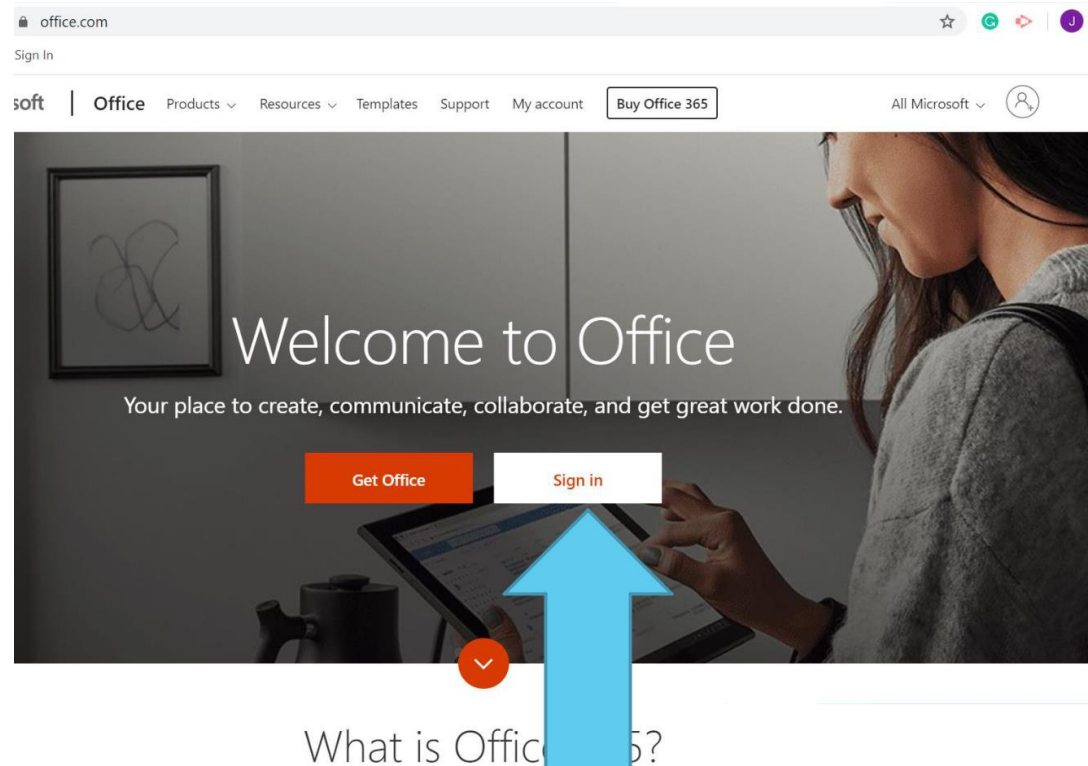
- In any browser go to office.com



Getting Started



Click “Sign in”

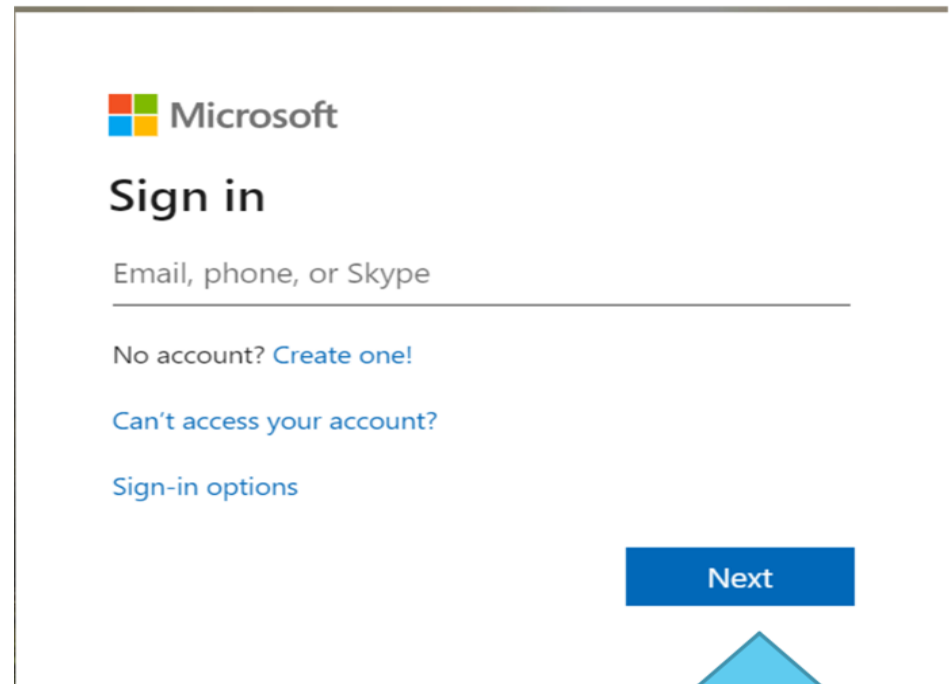


Getting Started



Type your child's
username & click

“Next”



Getting Started



Type your child's
password
& click

“Sign in”

Enter password

Password

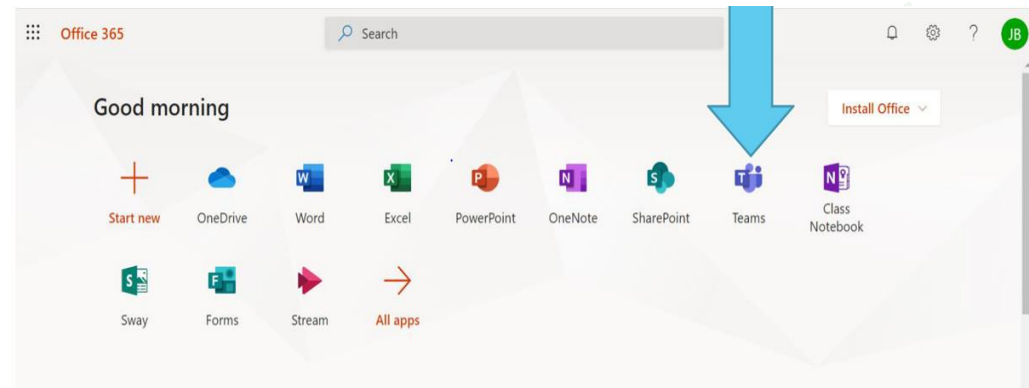
[Forgot my password](#)

Sign in

Microsoft 365



- Once you are logged in you will see you have access to all the Microsoft 365 apps. This is also where you will find Teams



Navigating Teams



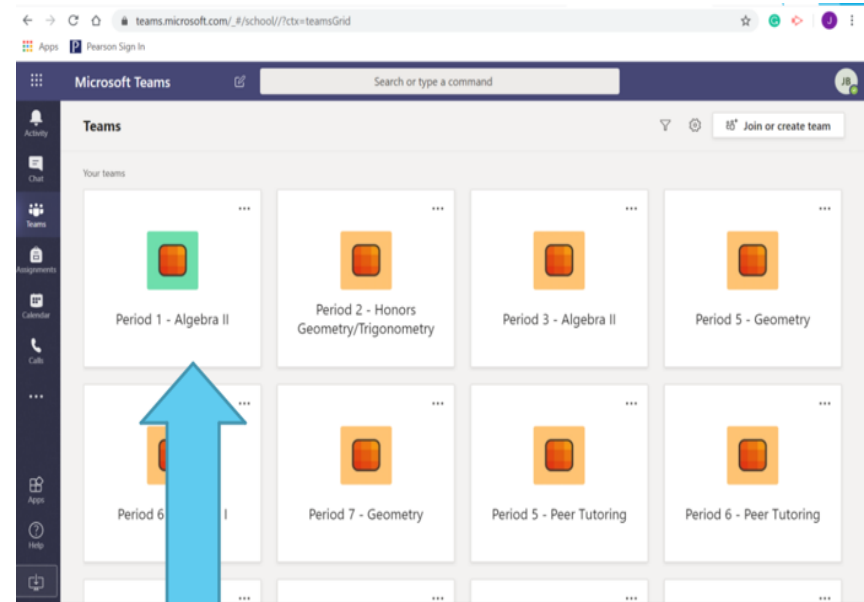
- Click on the Teams Icon.



Navigating Teams



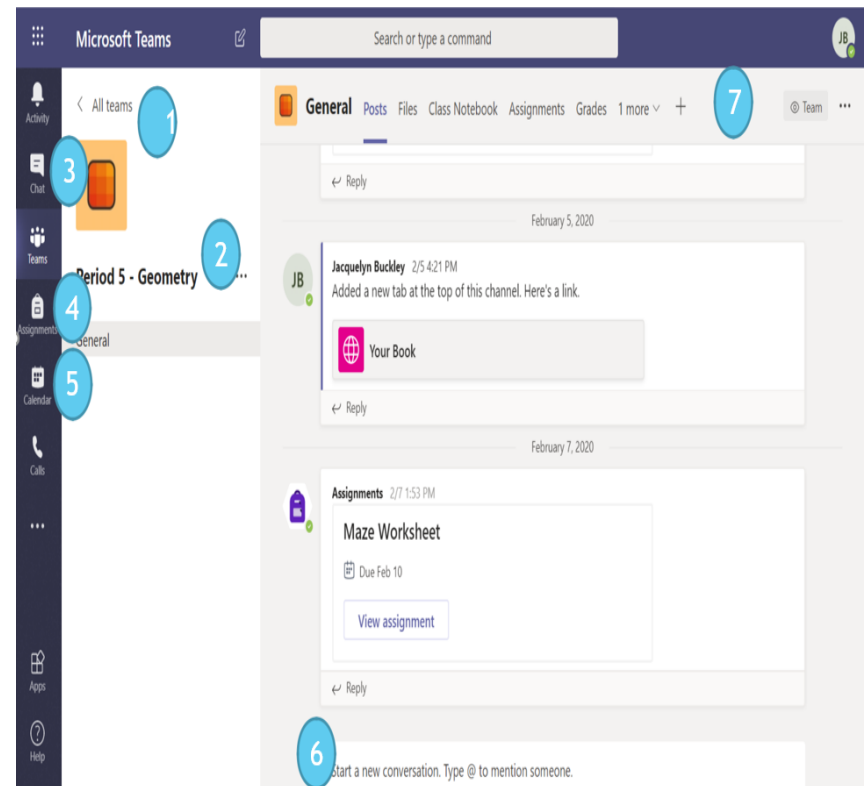
- Click on the Class you wish to view.



Navigating Teams



- Menu of Teams – To get back to other teams
- Current Team – The Class you are currently looking at
- Chat – Private chat with teacher
- Assignments – If teacher assigns work through teams this is one of the places it can be found
- Calendar – This is where meetings with the teacher will be found.
- Team Stream – If your student has a question for the teacher are is ok with the class seeing the question. This is also for class discussions.
- Tabs – Places that your teacher wants you to easily access. (Class text book, Class Notebook, assignments, etc.)



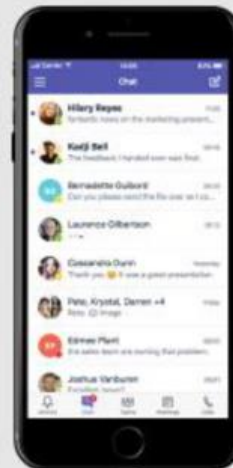
Access Anywhere



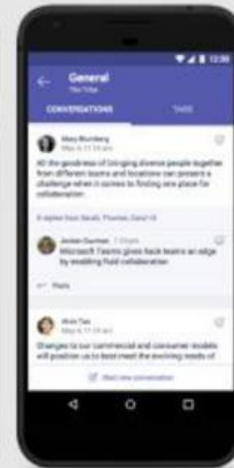
Available across Mobile platforms



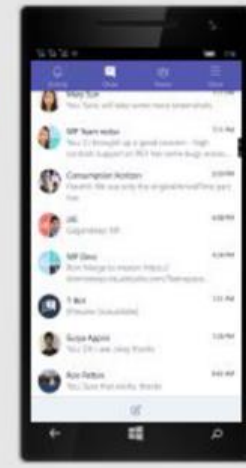
iPad



iPhone



Android



WP

Available in 181 markets and 25 languages to empower every individual to achieve more together

Questions



- Email your child's teacher with any questions about Teams..

TECHNOLOGY IS MORE EFFECTIVE WHEN USED TOGETHER



Engage



Communicate



Learn



Create

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