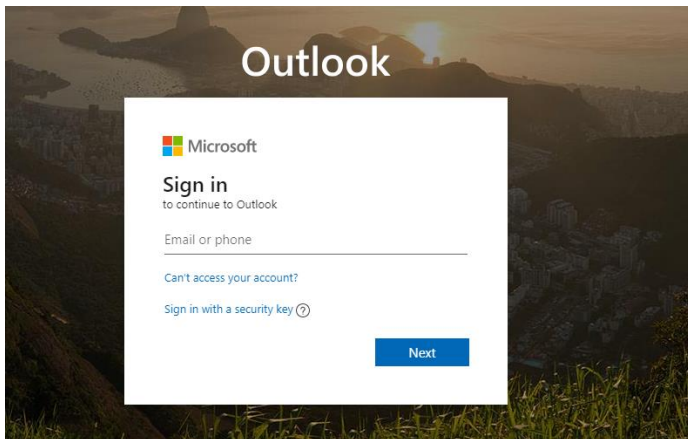
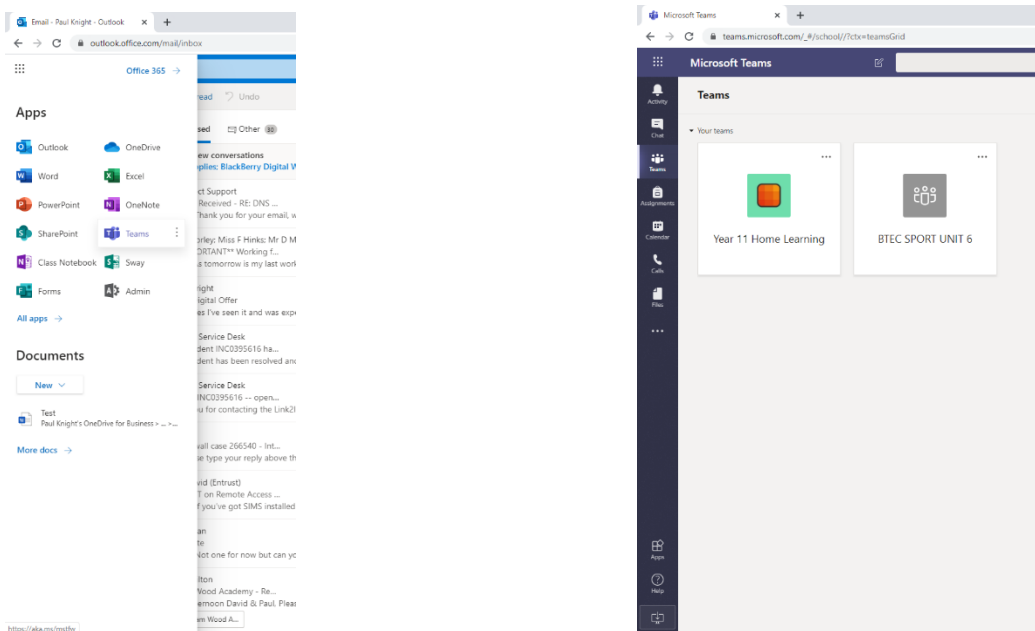

Accessing Microsoft Teams

1. Login to your email (mail.office365.com) or go to the school website and click Office 365 from the top right-hand corner. (See Accessing Email Handout)



2. Click the app launcher in the top right hand corner of your mail box and select Teams



Once you have clicked on a team you are associated with you will be able to send posts (messages) to anyone else in the group and add files for the students to see under “Files”.

