



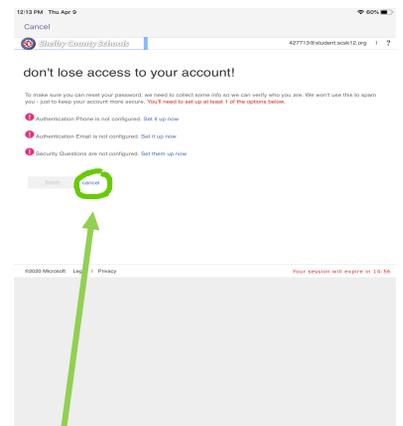
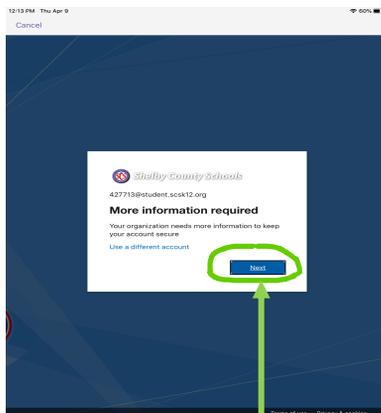
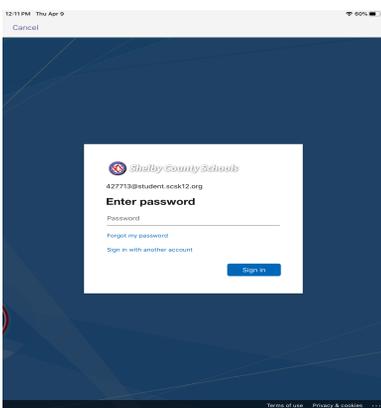
MICROSOFT TEAMS CHEAT SHEET

1. Download the app

- The Microsoft Teams app can be downloaded on any device from any app store.
- "Microsoft Teams- Hub for teamwork"

2. Sign-in

- Sign-in address is your student ID number (the six-digit number used for Clever) plus @student.scsk12.org
- **Example:** 456849@student.scsk12.org
- Once you type your student email address in and click sign-in, you should be auto-directed to the blue SCS screen where you enter your password. Your password is the same Clever password that you use. It is your birthday (MMDDYYYY)
- **Example:** If your birthday is July 20, 2015, your password is 07202014



- Click through these screens "Next" and "Cancel"
- "Microsoft Teams- Hub for teamwork"

3. Find your team

- Click the Teams button of the app to see what teams you are on and navigate through the app to see the different ways you can communicate.