

Logging into Microsoft Teams (Step 1)

A Step-by-Step Guide Using a Computer



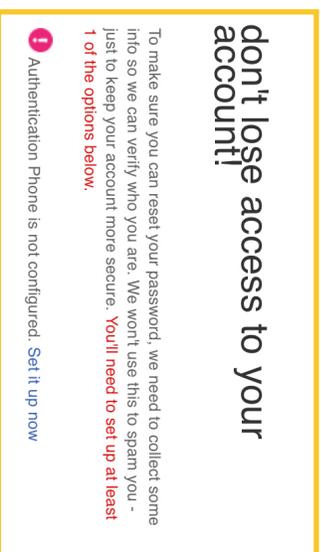
- 1 Go to the website www.office.com



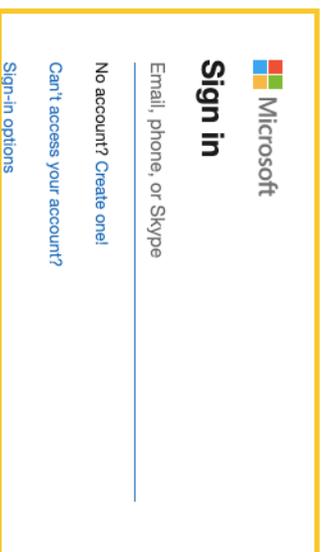
- 4 Enter your birthday as your password (MMDDYYYY). The same as your Clever password. Ex: 01142009



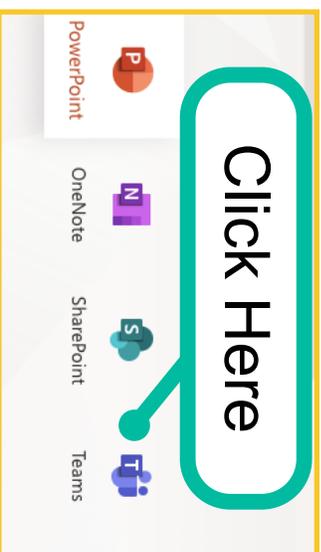
- 2 Click the “Sign-In” Button



- 5 If this screen pops up scroll to the bottom and hit “Cancel”.



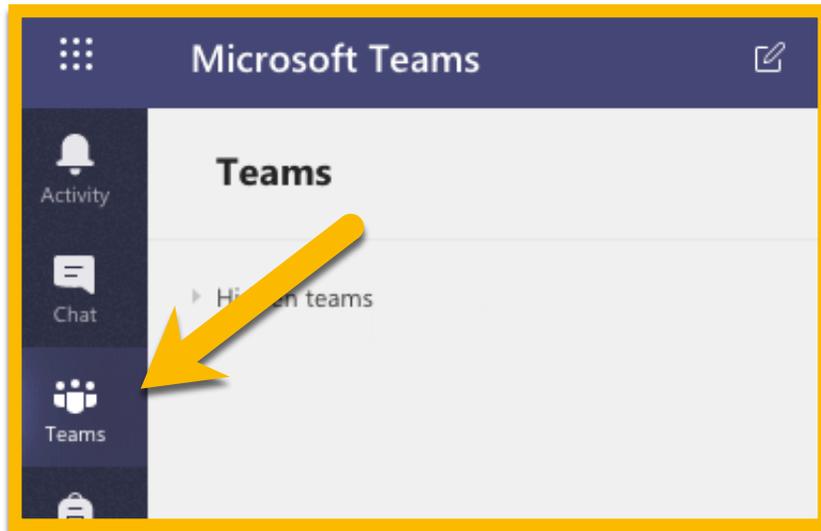
- 3 Sign in using your Clever ID plus @student.scsk12.org Example: 123456@student.scsk12.org



- 6 Click “Teams” and you will be taken to the Teams App on the desktop.

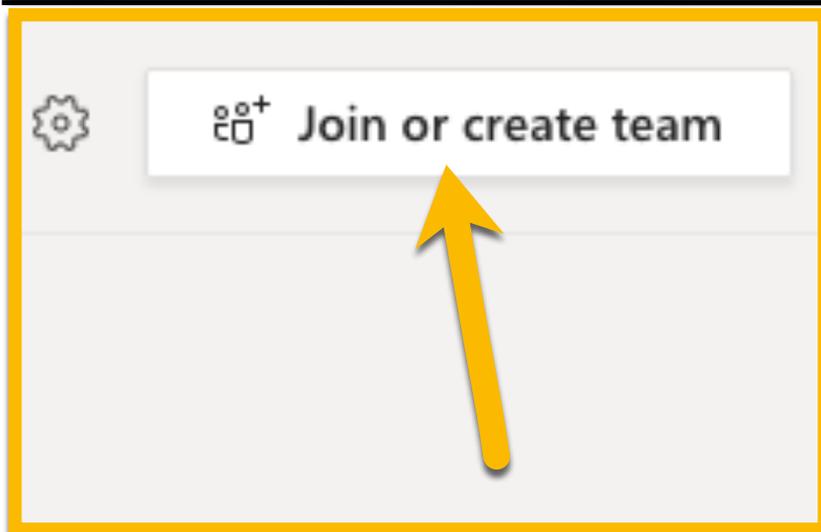
Joining a Team (Step 2)

A Step-by-Step Guide Using a Computer



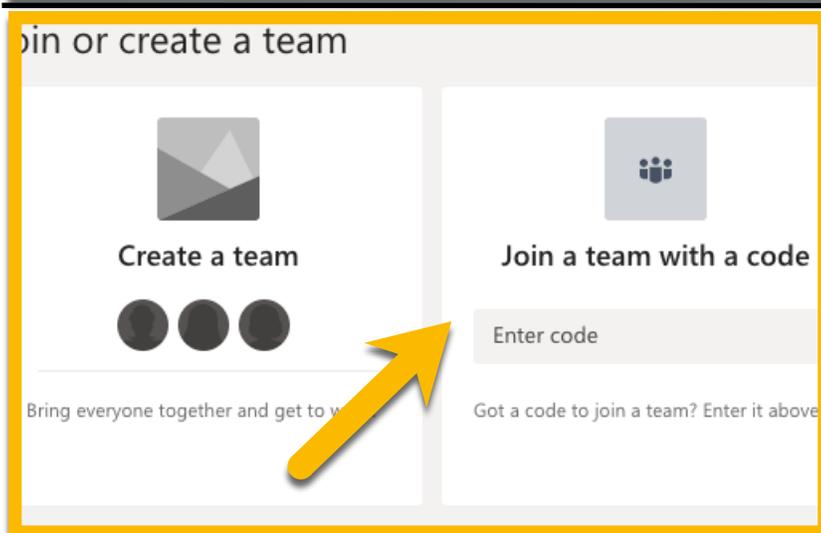
1

Click the “Teams” button after you login.



2

Next, click the Join or create team button to join your Virtual Classroom.

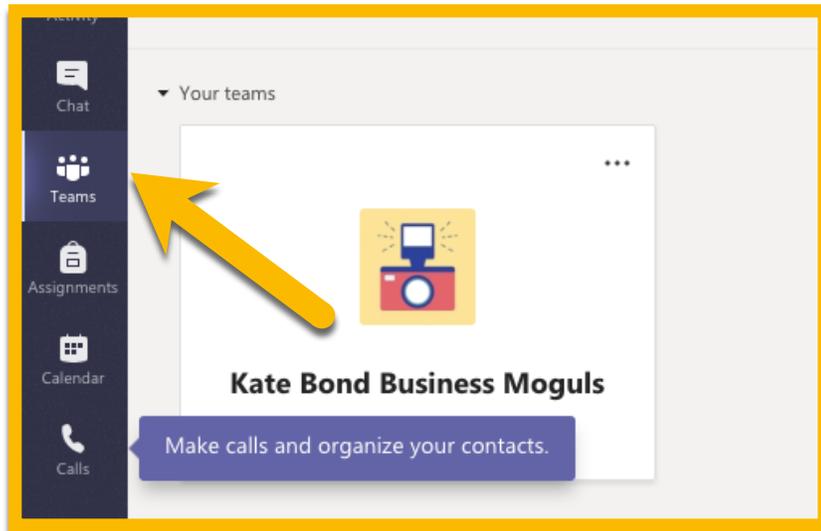


3

Enter your Virtual Classroom code and click enter to join your virtual classroom.

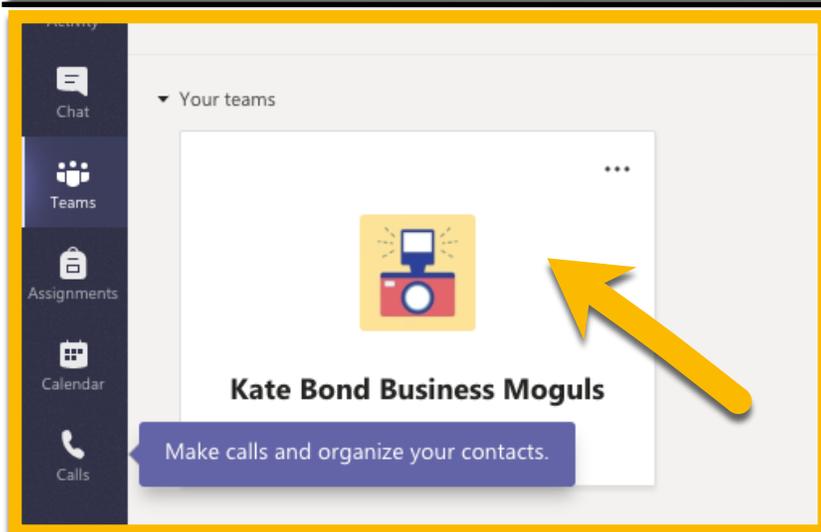
Joining a Meeting in Teams (Step 3)

A Step-by-Step Guide Using a Computer



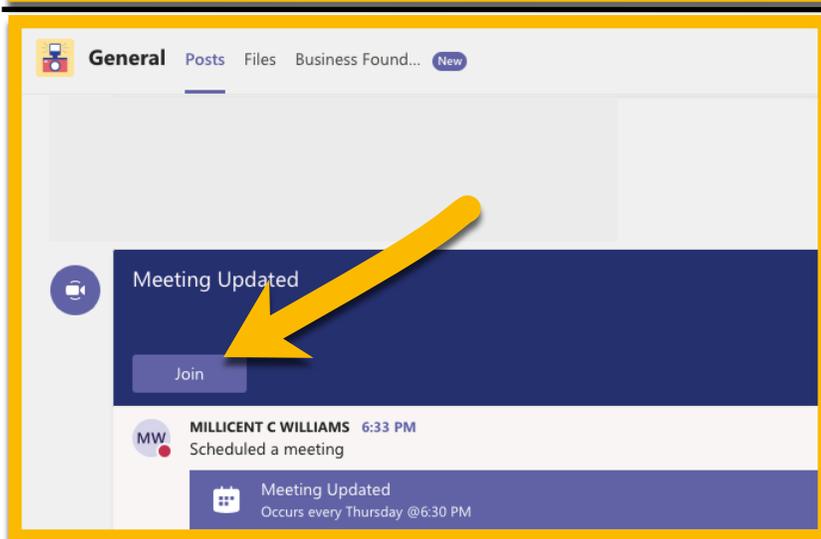
1

Click on Teams after you join your Virtual Class in Teams.



2

Click on your virtual classroom.



3

1. Click "Posts"
2. Find the meeting and click "Join"