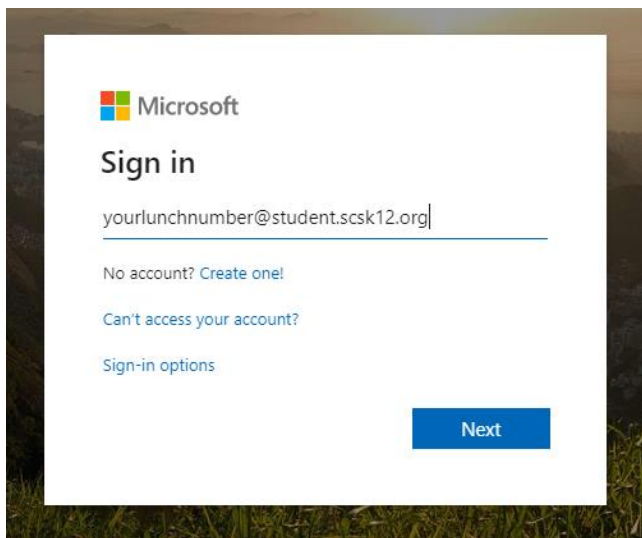


# MSTeams Instructions

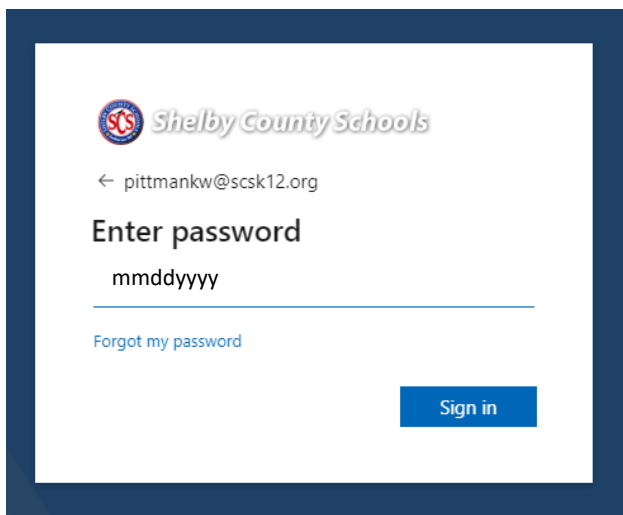
- 1) Go to [www.office365.com](http://www.office365.com) (you may cut and paste it).
- 2) Click the Login icon in the upper right hand corner.



- 3) When it prompts you for your email address, type in <yourlunchnumber>@student.scsk12.org.

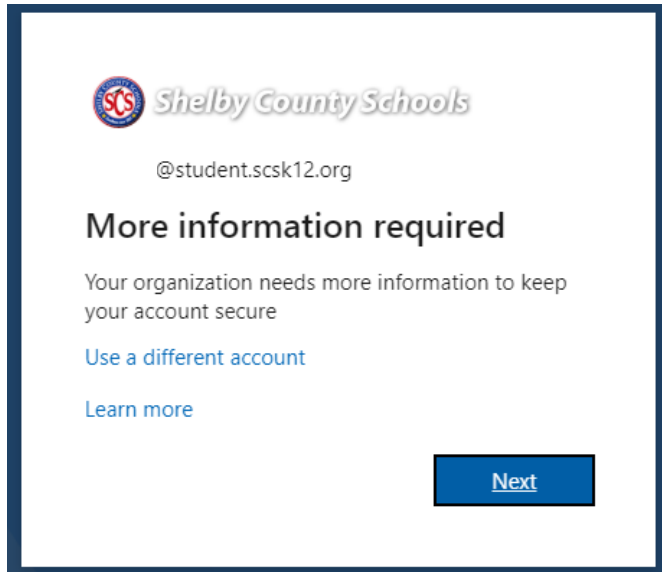


- 4) When it asks for your password, put in your eight-digit birthdate.

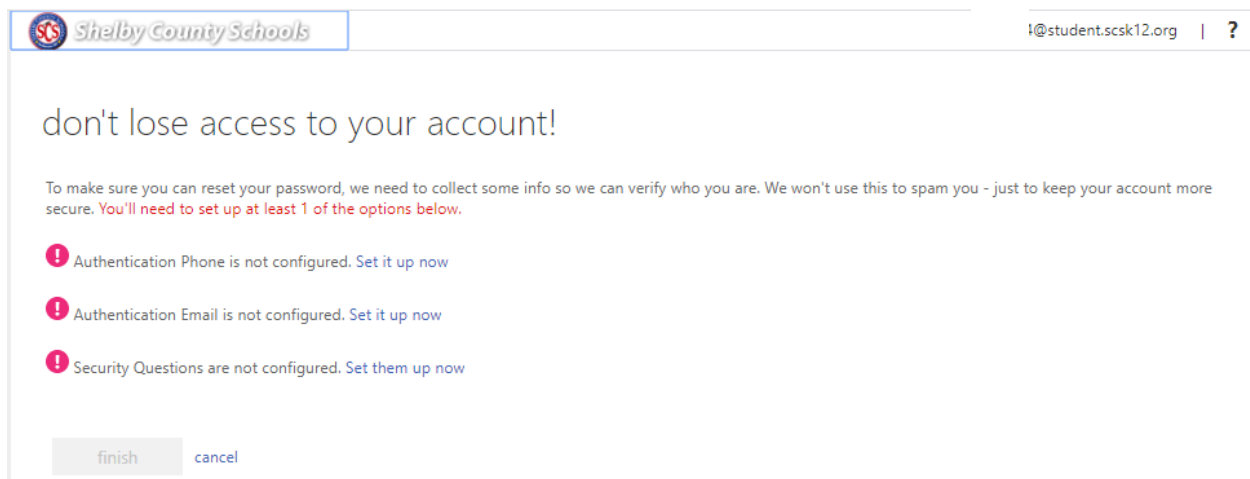


# MSTeams Instructions

5) The first time that you enter your email account, you will see this screen. **If you do not click “Next” and verify your information, you will get kicked out!**

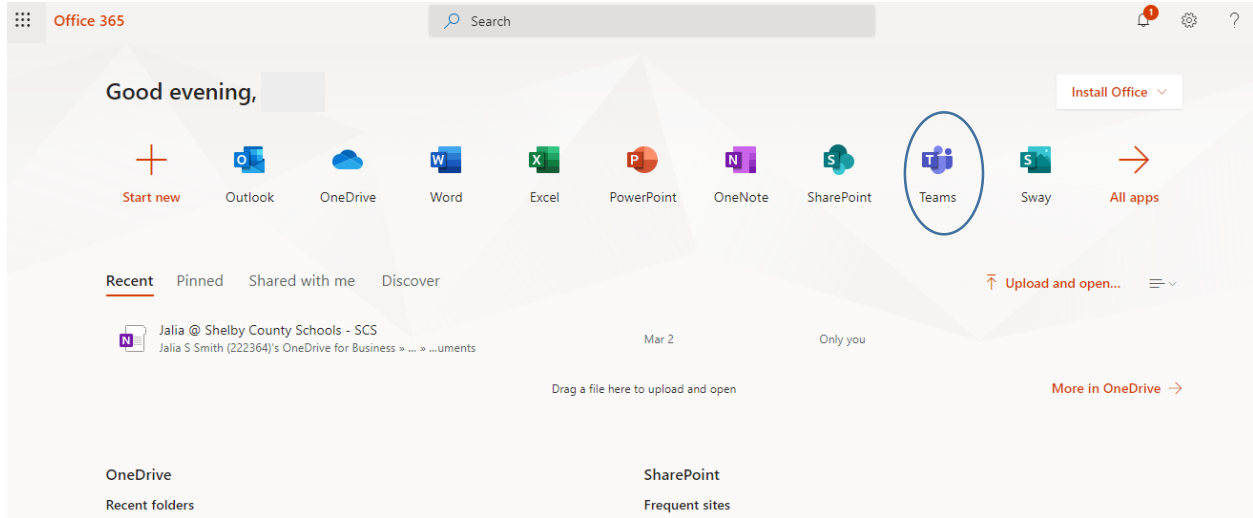


6) Set up one of the three access options listed below. **Again, if you do not answer one of these questions, you will get kicked out!** When you are done, click “finish”.



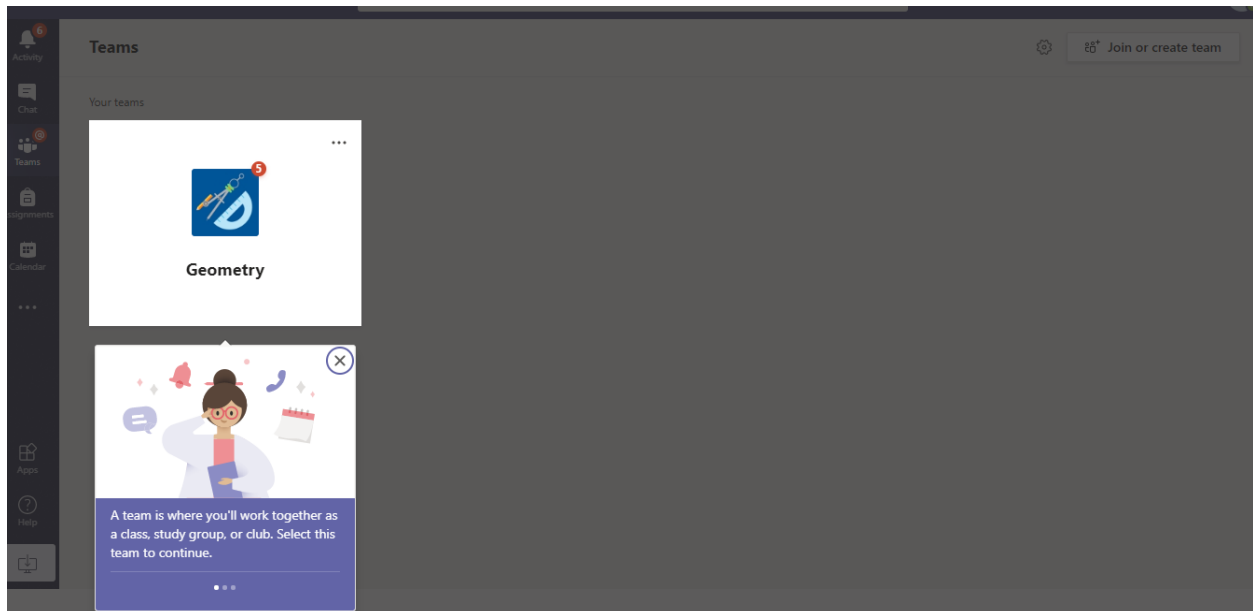
# MSTeams Instructions

5) When you get to the Welcome screen, click Teams.

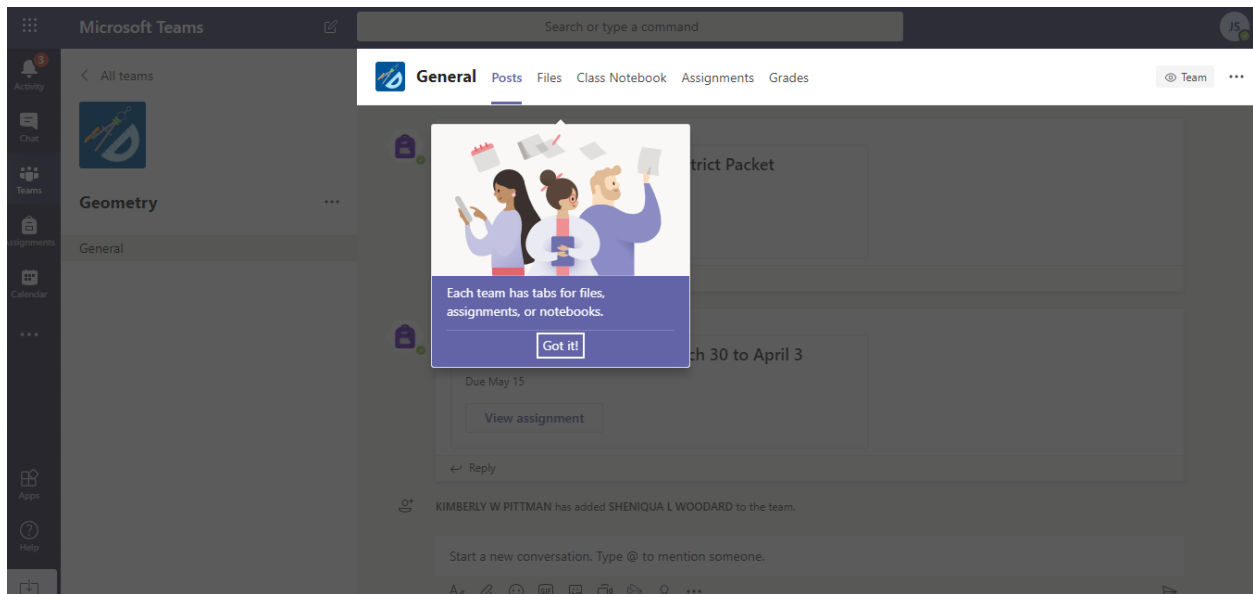
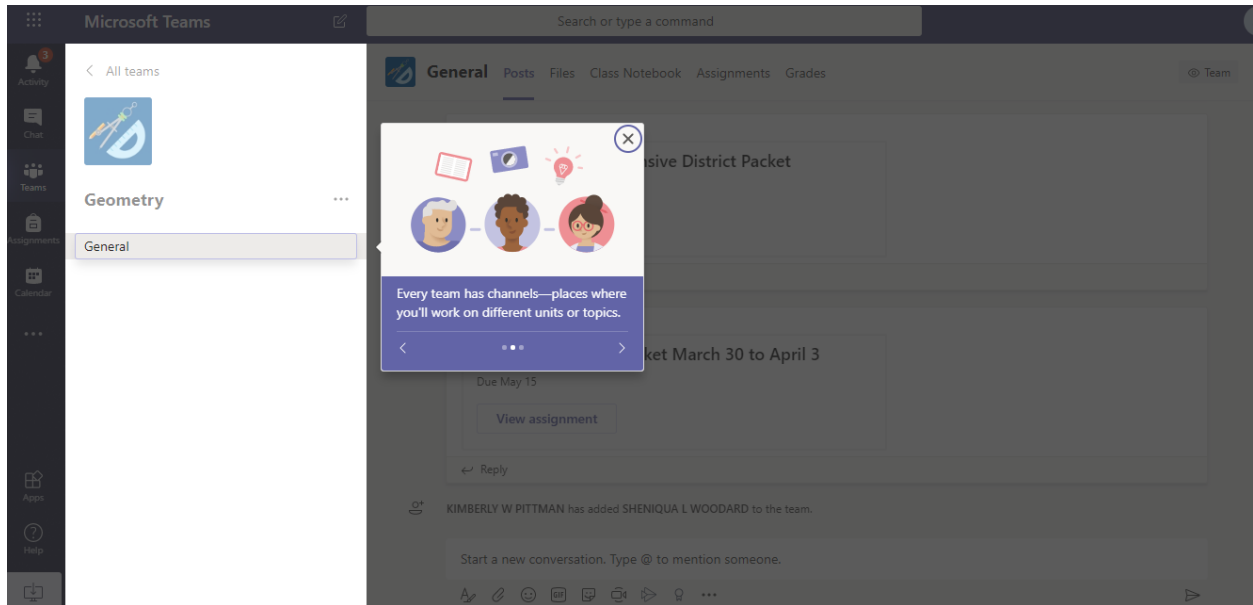


6) It may ask you for your email address and password again. Please enter them.

7) Click on the team that has been assigned to you. Follow the welcome prompts. Click “Got it” at the end.

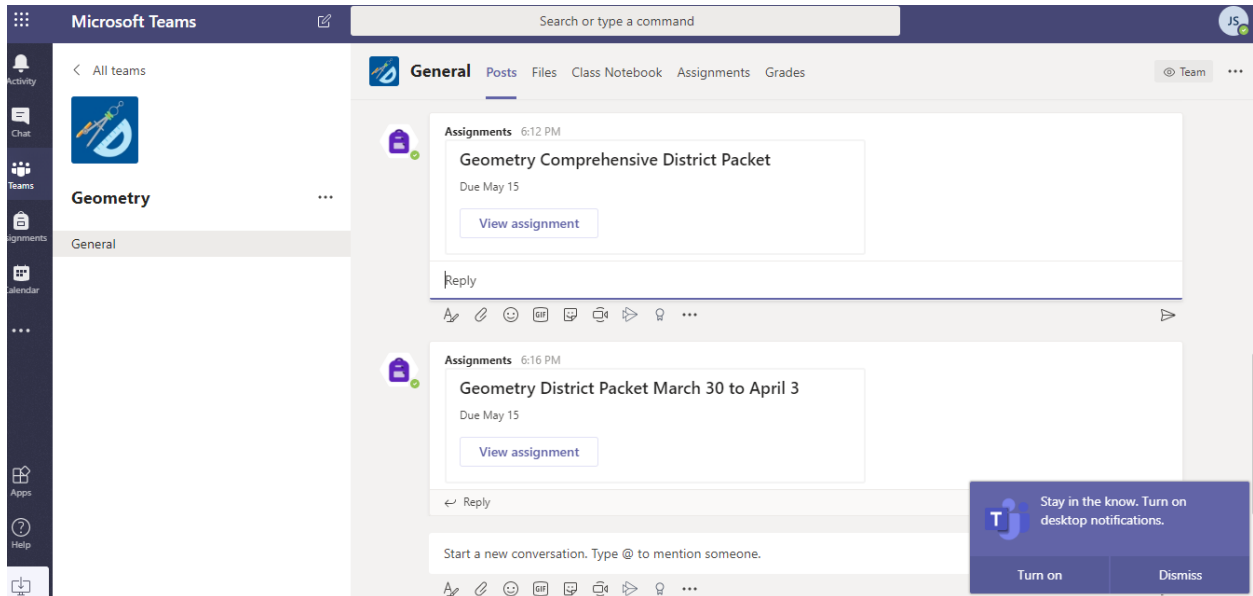


# MSTeams Instructions

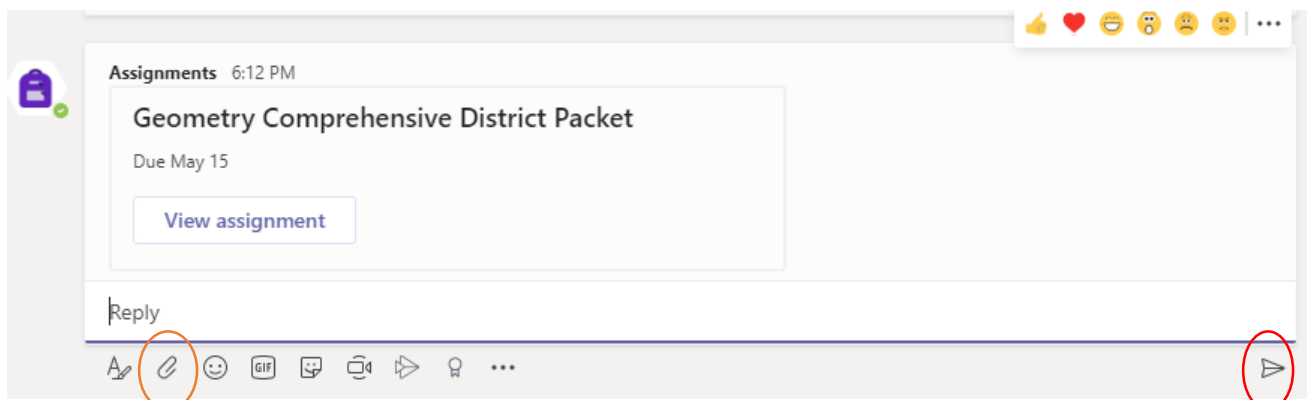


8) Click on the assignment that you wish to complete. Assignments can be viewed on the Posts page, the Files Page, or the Assignments page.

# MSTeams Instructions



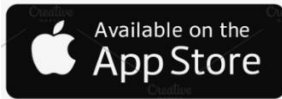
9) When you are done and wish to upload your assignment, click the paperclip below reply, follow the prompts to upload your (already) saved assignment, and click the send button at the far right.



10) When you are done, click your initials in the top right corner for the drop down menu. Click sign out at the bottom of the menu.

# MSTeams Instructions

**Notes:** 1) The district is still working on phone access, and **right now it probably isn't working**. For those of you who would like to use this on your cell phone, you can download it from



. But if you are unable to download the packets, remember that I said that the district is still working on phone access, and that part probably isn't working!

2) In order to use Teams you have to use the [yourlunchnumber@student.scsk12.org](mailto:yourlunchnumber@student.scsk12.org) account. If you do not, the system will send it back as undeliverable.

3) Some of you will notice that there is a link for you to ask for a meeting. I will have office hours from 2 pm to 4 pm Monday through Friday. Email or leave a message in Teams for an appointment.

4) Please remember that this platform is licensed by the Shelby County Schools. This means that if you choose to not follow the SCS Acceptable Use Policy or follow good netiquette, the system is being monitored by the SCS IT Department and can be sent to administration or your parents.