

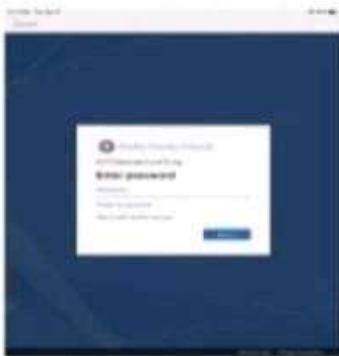
MICROSOFT TEAMS CHEAT SHEET

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.

Logging into Microsoft Teams (Step 1)

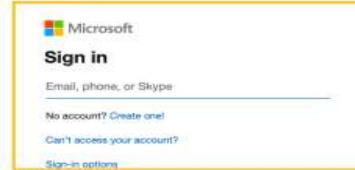
A Step-by-Step Guide Using a Computer



- 1 Go to the website www.office.com



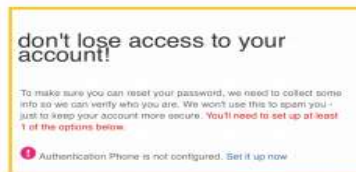
- 2 Click the "Sign-In" Button



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



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



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



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

Joining a Team (Step 2)

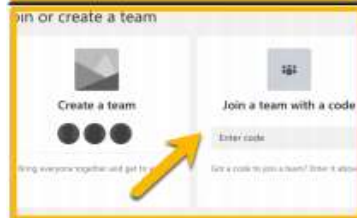
A Step-by-Step Guide Using a Computer



- 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)

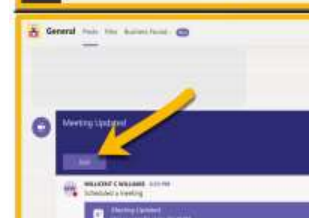
A Step-by-Step Guide Using a Computer



- 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"