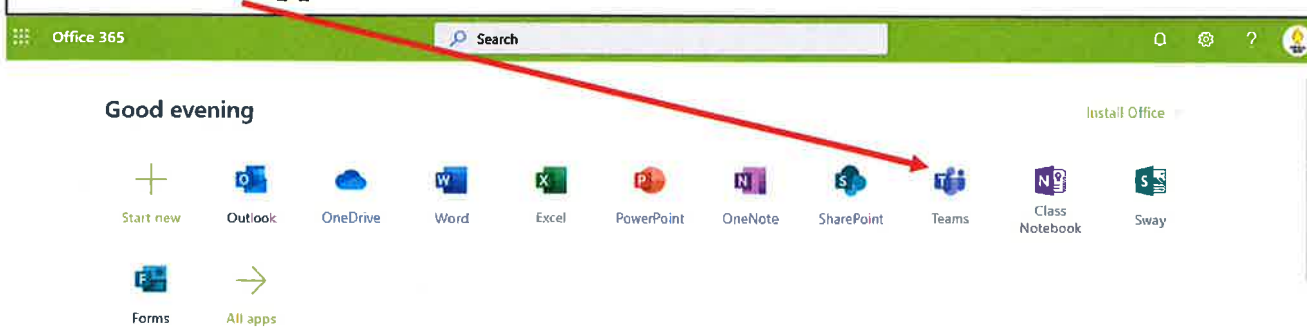


How to Access Assignments on Teams in Office 365

Go to the Office 365 portal/log-in site (www.office.com). Each student has an account through the school and will use their k12 email to log-in.

Once in, the students have access to all programs that are available on their home screen (word, power point, excel, etc.). To access their classes, click on the Teams app.



In the Teams app, the students should have a list of the classes/teams they are put into by the teachers. Students then click on the team they want to view. Students can chat with the teacher/classmates, check assignments, take tests, watch video links, and turn in any lessons that are due. If students are having trouble turning in or viewing any materials on Teams, please contact the teacher through email immediately.

