

## Getting Signed Into Microsoft Teams on a Computer or Cell Phone:

1. Go to this link: [Microsoft Teams](#)
2. You can download the app, or just use the web app instead.
3. Type the first email address in and hit enter
4. Now, **delete that email address** when it brings you to the new screen with the SLPS logo
5. Type the second email address from the notecard
6. Type the last thing on your notecard, which is your password, and hit sign in
7. Hit “Ok” and “Allow,” if these options come up. If they do not, you can ignore this step

## Getting Signed Into Microsoft Teams with a District iPad:

1. Go to the app: One Drive
2. Type the first email address and hit enter
3. Now, **delete that email address** when it brings you to the new screen with the SLPS logo
4. Type the second email address from the notecard
5. Type the last thing on your notecard, which is your password, and hit sign in
6. Hit “Ok” and “Allow” when these options come up
7. Now, go back to your iPad’s home screen
8. Click the Microsoft Teams app
9. Click Sign In
10. Click on your email address there
11. Click “Allow”
12. Continue to click “Next” and “Got it” until you see the Feed and Posts

## How to Work Microsoft Teams on a Computer:

1. The Activity icon on the left side of your page will show all new assignments and posts from your teachers.
2. The Teams icon on the left side of your page will show you the different Teams you are a part of.
  - a. You will see the different teams you are a part of here.
    - i. You need to select one of the teams to see the following.
  - b. You may notice different channels, which may include different subject areas.
    - i. The General channel will show you the assignments that are posted or surveys that your teacher is sharing with you.
    - ii. The other channels will include posts about those specific subjects.
  - c. The tabs below will be under each of the channels.
    - i. The Posts tab at the top of your page will include assignments, posts, or surveys your teacher is sharing.
    - ii. The Files tab at the top of your page will show you different files or documents your teacher has shared with you.
    - iii. The More tab at the top of your page will include assignments, the class notebook, grades, and other applications your teacher includes.
3. The Assignments icon on the left of your page will show you what assignments are assigned, when they are due, which ones you have completed, and this is where you will submit them, as well.
4. The Calendar icon on the left of your page acts as a calendar, but we will not be using this one.
5. The Files icon on the left of your page will show all the documents that you have created or the ones that have been shared with you.

## How to Work Microsoft Teams with a District iPad and Cell Phone:

1. The Activity icon at the bottom of your page will show all new assignments and posts from your teachers.
2. The Teams icon will show you the different Teams you are a part of.
  - a. You may notice different channels, which may include different subject areas.
    - i. The General channel will show you the assignments that are posted or surveys that your teacher is sharing with you.
    - ii. The other channels will include posts about those specific subjects.
  - b. To see the following tabs on a cell phone, you need to click on one of the teams. On your iPad, you will automatically see them.
    - i. The Posts tab at the top of your page will include assignments, posts, or surveys your teacher is sharing.
    - ii. The Files tab at the top of your page will show you different files or documents your teacher has shared with you.
    - iii. The More tab at the top of your page will include assignments, the class notebook, grades, and other applications your teacher includes.
3. The Assignments icon at the bottom of your page will show you what assignments are assigned, when they are due, which ones you have completed, and this is where you will submit them, as well.
4. The Calendar icon at the bottom of your page acts as a calendar, but we will not be using this one.