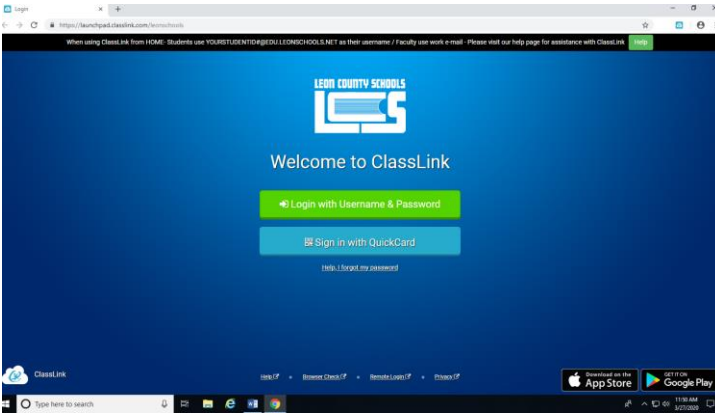




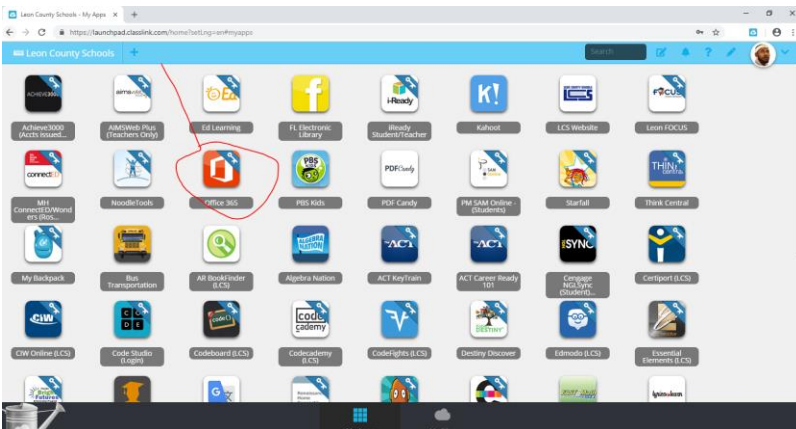
How to access Microsoft Teams at Home

Step 1: Log in to ClassLink by clicking the green log in button.

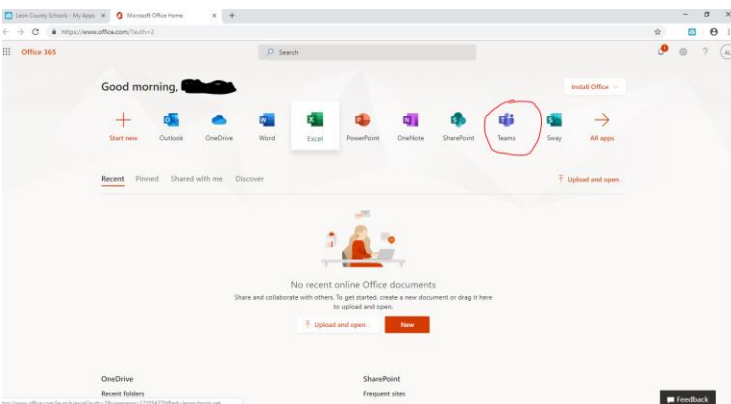
- Username is your 9 digit student id number *example (171000000)*
- Password is your 5 digit lunch pin *example (12345)*



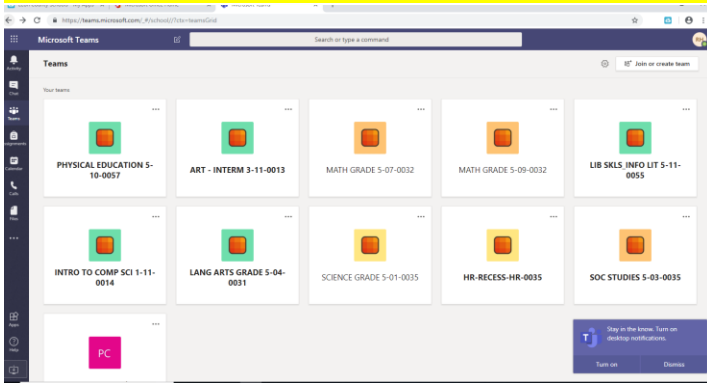
Step 2: Click on the orange "Office 365" tile.



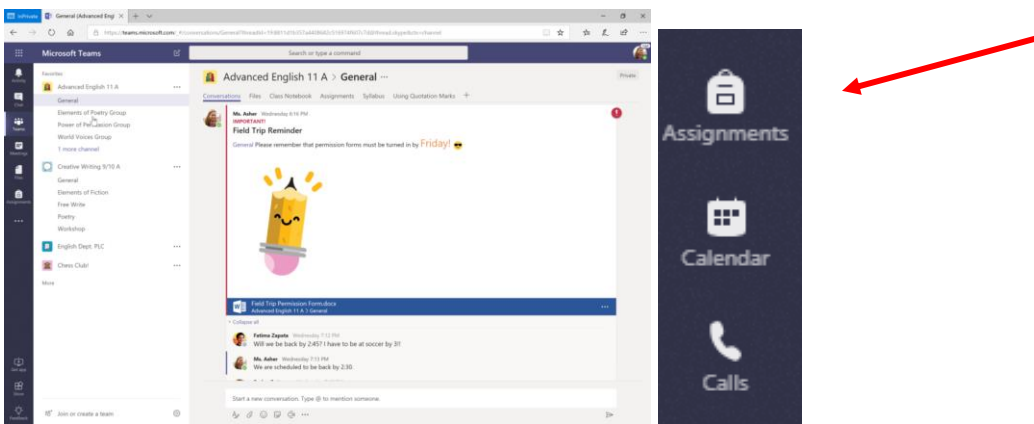
Step 3: Click on the purple "Teams" icon.



Step 4: You should see your classes. Click on the class of your choice.



Step 5: Assignments can be accessed using the tool bar at the top of the screen or the assignments tab to the left of the screen.



Note: If you need assistance you may contact your teachers during their office hours using the call feature.

1. Click the calls button
2. Choose Make a Call at the bottom of the screen.
3. Type in the name of your teacher and then click the purple phone button.

