**Student Checklist for Accessing Teams**

**Accessing Microsoft Teams with Computers using browsers (Chrome, Safari, Edge, Internet Explorer)**

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| Open your internet browser on your computer (Chrome, Safari, Edge, Internet Explorer) | [https://teams.microsoft.com](https://teams.microsoft.com/) |
| Then in the box that says “Sign in”, type in your login name which is: studentid@washoeschools.org  Then click Next.  \*Note\*: studentid = your own student id number |  |
| Click on “Work or school account.” |  |
| When the next box pops up type your password into the password box, then click Sign In.  \*\*Note:\*\* Your password is the same password you use to sign in to the computers at school. |  |
| You will now see your Microsoft Teams listed down the left side of the screen. |  |
| Choose the class Team you would like to go to. | A screenshot of a cell phone  Description automatically generated |
| Across the top of the screen you will see Tabs next to the word “General” . Posts is where you will see announcements, assignments that may be posted, and conversations will show up here. |  |
| To join a meeting, go to your “Posts”. You will see a “Join” button. Click to join a meeting. | A picture containing drawing  Description automatically generated |
| Across the top of this screen, you will also see a tab marked “assignments”. Click on this to get and turn in your assignment. |  |

**Accessing Microsft Teams on a Mobile Device (IOS/Android)**

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| In order to access Microsoft Teams on a mobile device, you must download the Teams App.  Search the App Store for Microsoft  Teams. It is free to download. |  |
| Click “Sign In” |  |
| Sign-in address: You will need to use your student ID followed by @washoeschools.org for your username.  (Example: 1234567@washoeschools.org)  Password: Please contact your school for directions on your password  Hint: double check to make sure you’re using **.org** and not **.net** |  |
| When you first open Teams, the first screen you will see is Activity. Click on “Teams” at the bottom to see your classes. |  |
| Find the class you want and click on “General” to see the Posts, Files, Notebooks and Assignments for your class. |  |
| Within each of your class teams, you will see Posts, Files and More at the top of your screen. You can post a question to your teacher in the Posts by adding it in the “Type a new post” at the bottom of the screen. | **A screenshot of a cell phone  Description automatically generated** |
| To join a meeting, If one is in progress, make sure you are in “Posts” Click on the “Join” button. | A screenshot of a cell phone  Description automatically generated |
| You can access your assignments by clicking on “More” at the top of the screen. | A screenshot of a cell phone  Description automatically generated |