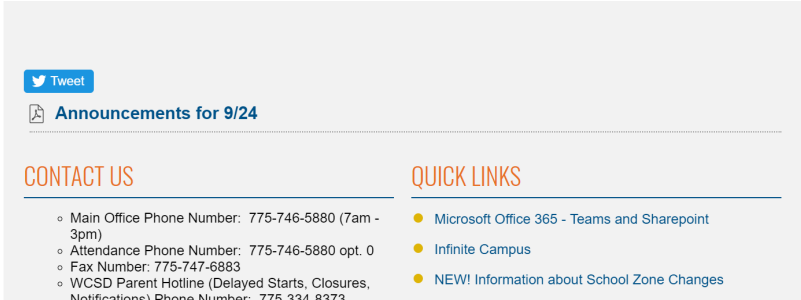


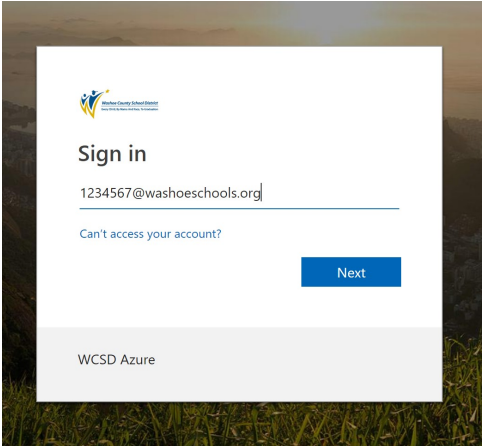
HOW TO ACCESS MICROSOFT TEAMS FROM A HOME COMPUTER



Start by going to the McQueen Website
www.washoeschools.net/mcqueen

Scroll down the page until you see QUICK LINKS.

Click on the first link—Microsoft Office 365—Teams and SharePoint

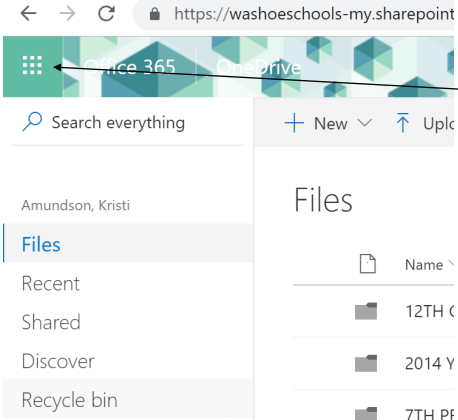


You will be directed to the WCSO Sign In Screen

To sign in: Use your school district email and password
Username: your student ID@washoeschools.org
Example: 1234567@washoeschools.org
Student Hint: Make sure you are using .org NOT .net
Password - Use the same password required to log into the school computers.

Federation - If you are using a pc/mac or mobile device not connected to the district's network you will be asked for your user name (Example Student: 1234567@washoeschools.org) and password once more.

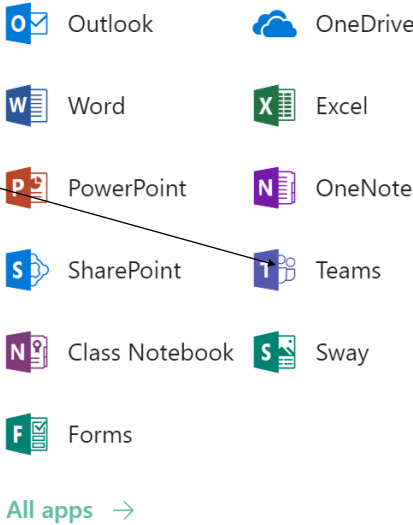
Your OneDrive Account will open



Click the App Launcher (also known as the waffle)

Then click on Teams

Apps



On the left side, you will see all of your classes listed.

The screenshot shows the Microsoft Teams interface. On the left, a list of classes is visible under the 'Favorites' section. The class 'PASS 3RD PERIOD - MR. CASE' is selected, and its 'General' channel is highlighted. On the right, the chat interface for this class is shown. At the top, there are tabs for 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. The 'Assignments' tab is active, displaying an assignment titled 'Give yourself a hand' due on Sep 27. A message from 'Amundson, Kristi' is also visible in the chat.

Use the “General” Channel below your class name to view Conversations, Files, Notebooks, and Assignments for your class.

Use the tabs at the top to navigate to the section you want to see. Open the Assignments Tab to view assignments your teacher wants you to complete.

The screenshot shows the Microsoft Teams assignment page. The assignment is titled 'Teamwork Makes the Dream Work' and is due on Fri Sep 28, 2018 at 11:59 PM. It has 50 points possible. The instructions are to watch a video on Teamwork and answer the questions on the document attached. Reference materials include 'Good and Bad Examples of Teamw...'. The 'My work' section shows a Word document 'Teamwork.docx' and a file '31F24072-FC63-45AF-BCE0-4...'. A 'Turn in' button is visible at the top right.

When you click on the assignment, you'll see the instructions for the assignment, links to any resources you'll need for the assignment, and any handouts you need to complete.

When you are working in a Word Document, Microsoft Teams will automatically save your work as you go along. You can also upload a photo or scan of your assignment by clicking Add Work.

When you're done, click Turn In at the top of the page to submit your work to your teacher.