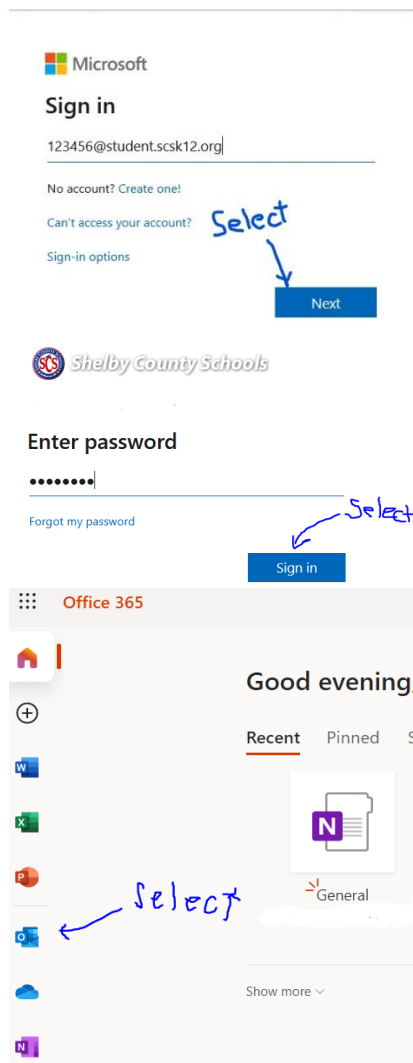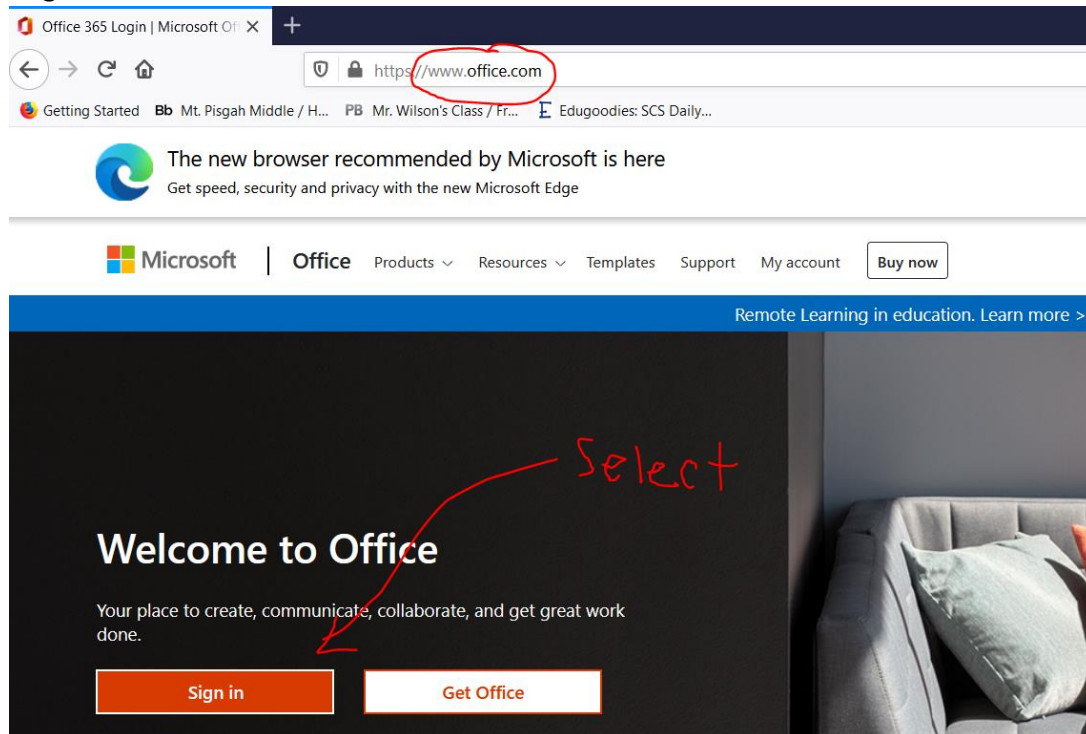# Guide/Step Sheet to Access TEAMS Classes

In a browser, in the web address space, type **office.com** then select the Enter key.   Then select the "**Sign In**" icon.


In the Sign In pop up window, type your student email address.   This is made of your STUDENT ID.   So, if your student ID is 123456, then your email address is **123456@student.scsk12.org**
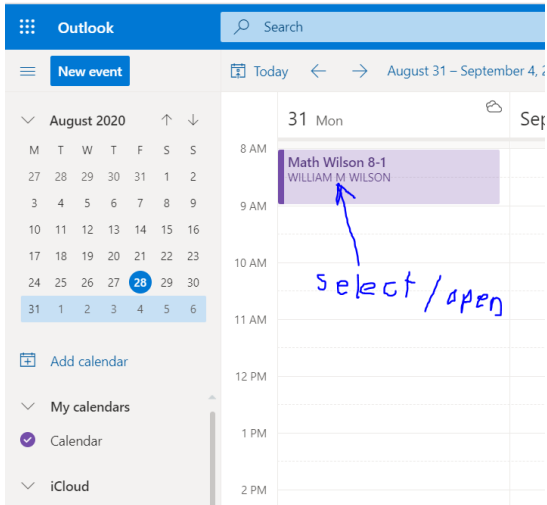
Then, select NEXT to enter your password.   REMEMBER, your password is your 8-digit birthday.   So, if you were born on March 1, 2010, then your password would be **03012010**

Once you log in, you are now in Office 365 where all Microsoft Office applications are available to use.

Select "**Outlook**."
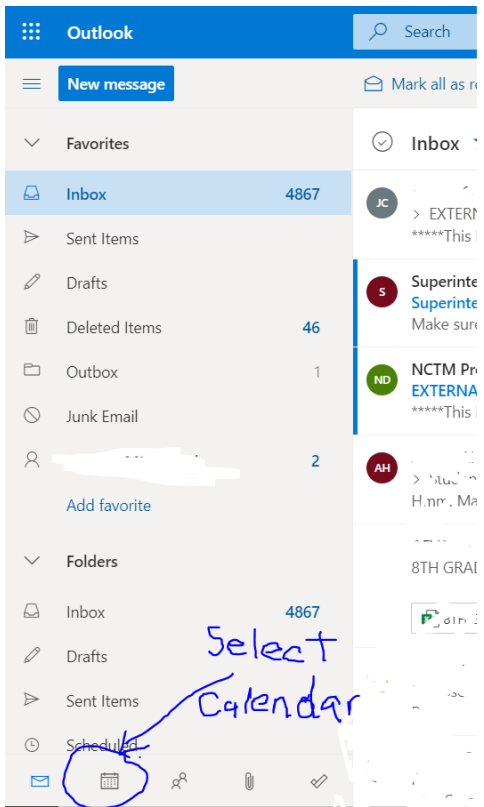
Once you have opened **Outlook**, go to the **left** panel and at the bottom, select the **calendar**.

Select Calendar

Once in the calendar, search by date for a meeting request or appointment like this on the left.   Open the appointment by double clicking, then select "Join Team Meeting."

Select / open

Select

Join Teams meeting

● Math Wilson 8-1

🕐 Mon 8/31/2020 8:00 AM - 9:00 AM

📅 Calendar

⏰ Remind me: 15 minutes before ∨

Organizer

WILLIAM M WILSON

∨ Didn't respond: 1

wilson.pisgah@gmail.com
Required

Join Microsoft Teams Meeting