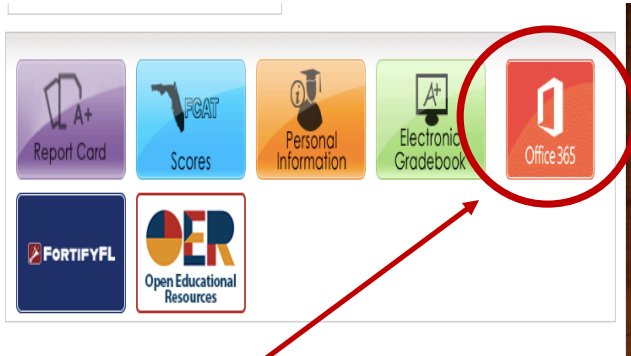


How to Use Microsoft Teams



Step One: Log into student portal and scroll down to large icons. Click on Office 365.



DadeSchools.net
Giving our students the world

Sign in with your organizational account

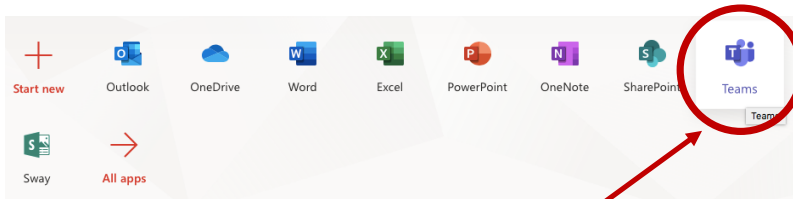
someone@example.com

Password

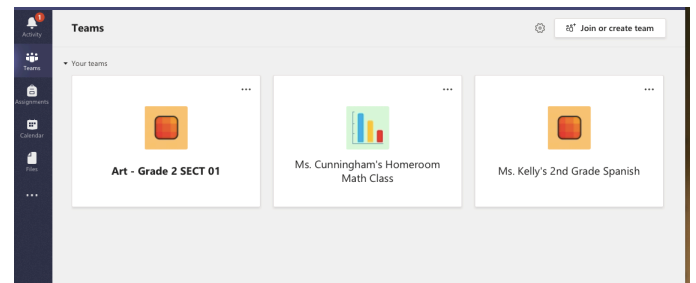
Sign in

Employees: Use EmployeeNumber@dadeschools.net
Students: Use StudentID@students.dadeschools.net

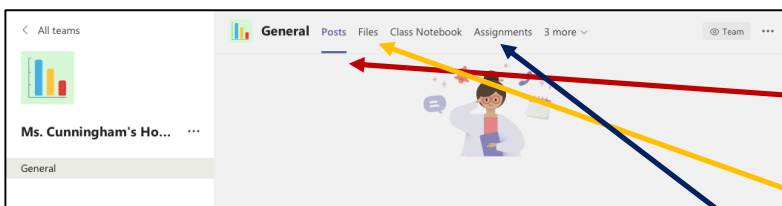
Step Two: Log into Office 365 with User ID and Password. User ID must be in the format of **7-digit ID@dadeschools.net**



Step Three: Select "Teams" icon.



Step Four: Now you will see all the teams set up for your student. Then click the team to enter the "team room".



Step Five: Your student then can click on...

Posts: To view teacher and student discussions.

Files: Resources, PDFs, Videos etc.

Assignments: Where assignments will be posted. **IMPORTANT!**