

1.	Go to <u>https://www.office.com/</u> and select the Sign In button
2.	Type in the email address that was provided to you and then select Next
	Microsoft
	Sign in
	@student.thevistaschool.org
	No account? Create one!
	Can't access your account?
	Sign-in options
	Back Next
3.	Enter password that was provided and select the Sign in button
	Microsoft
	← @student.thevistaschool.org
	Enter password
	Forgot my password
	Sign in
4.	If you receive any introductory popup windows, select Next to move through them.



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	in red.		
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			No recent online Office documents
		S	nare and collaborate with others. To get started, create a new document or drag it here to upload and open.
		OneDrive	SharePoint
	5	Recent folders	Frequent sites
6.	The following window will o	open. You have a choice to use Te	ams online <u>OR</u> download the app for it.
	Stay bette	er connected with the Te	eams desktop app
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a. To use Teams online, select **"Use the web app instead"** button and the Teams site will open.

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			8	(and)		
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1400				Start a new conversation. Type @ to mention someone.		
Q	Manage teams			A≠ C © ₪ ₽ € \$? …	⊳	

b. To use the Teams app, select **"Download the Windows app"** button. Follow prompts to download and install and then sign in with email and password if prompted.

46	Microsoft Teams	- 🗆 ×
	Microsoft Teams	
	Enter your work, school, or Microsoft account.	
	Enter your work, school, or Microsoft account. \$ign-in address	
	Enter your work, school, or Microsoft account. \$ign-in address Sign in	



Login to Microsoft Teams -
Ticrosoft
←
Enter password
Password
Forgot password?
Sign in
Terms of use Privacy & cookies ····

7. After signing in, the Teams site should appear and look similar to this.

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	Your teams		Welcome to Class Notebook	
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