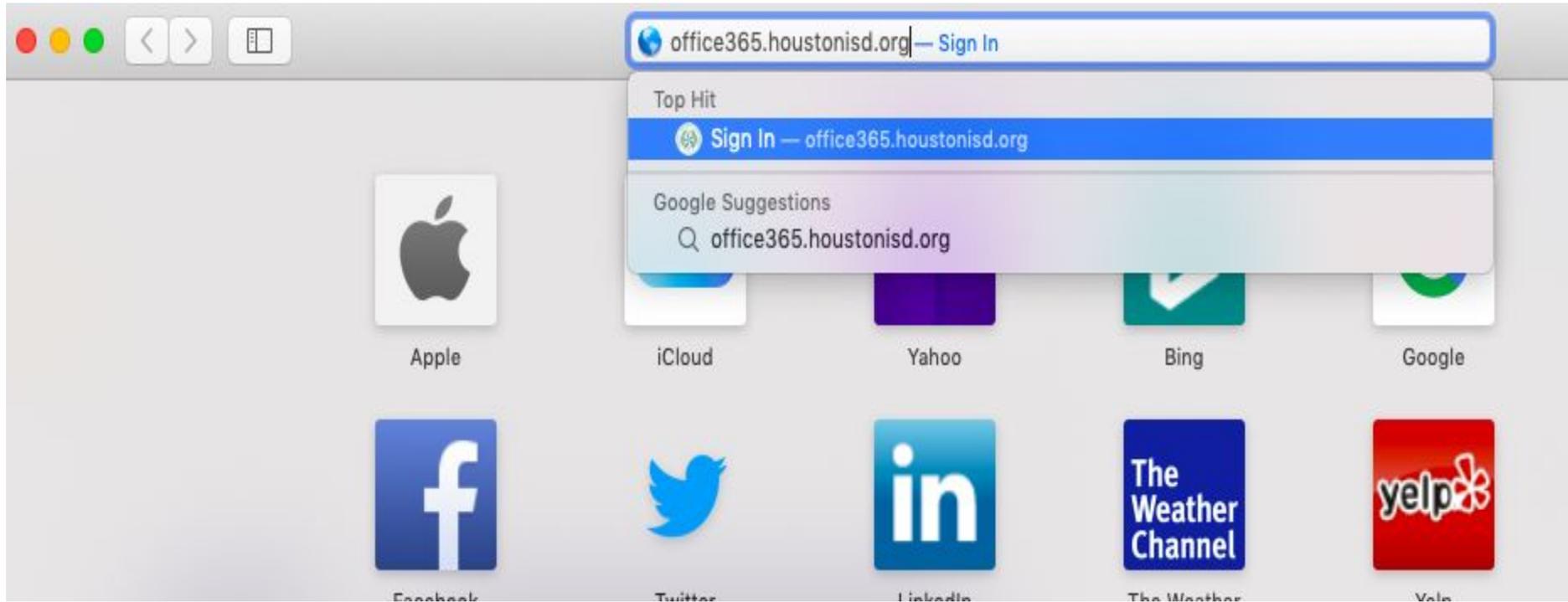


Virtual Learning Setup

- How to Login to Email
- How to Login to Microsoft Teams
- How to join a “live streaming” of your teacher’s class.

1. OPEN BROWSER
2. TYPE IN OFFICE365.HOUSTONISD.ORG



- You should see something similar to the picture on the right.
- Type in your username and password
- Username: S + Student ID @online.houstonisd.org
 - Example - S1234567@online.houstonisd.org
- Password – Birthday
 - MMDDYYYY
 - Example- March 27th, 2020

HISD Single Sign On Service

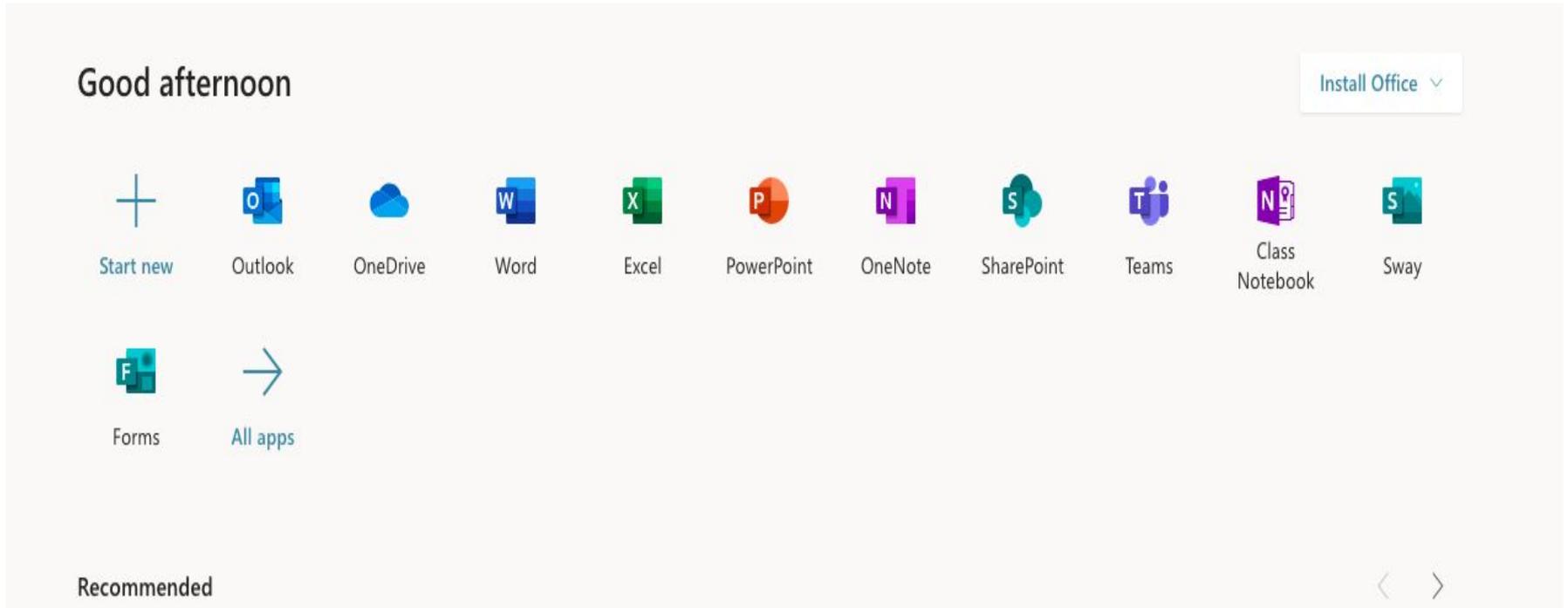
Sign in with your organizational account

Sign in

Enter domain\username and your password to login.
(Example: student\jsmith)

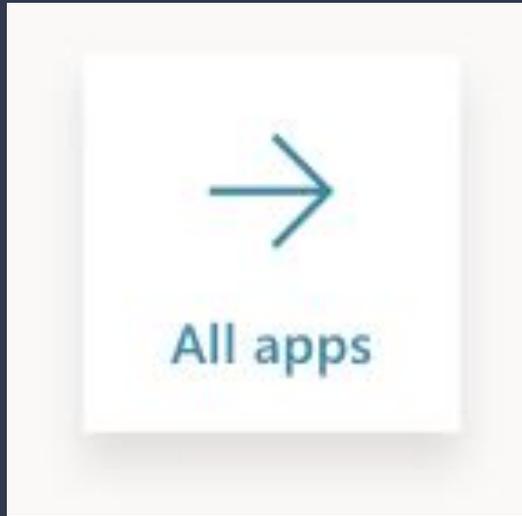
For login problems, please contact service desk at
713-892-7378

You should see apps similar to below on your screen.





- The app that says “Outlook” is your email
- Click on this app to check email or email your teachers.
- You’ll also see a calendar in your email that can help you keep track of your classes/meetings.



- **The app that says “ All Apps” will take you to Microsoft Teams**

After clicking “All Apps” scroll down to find Teams and click on this app.



Teams

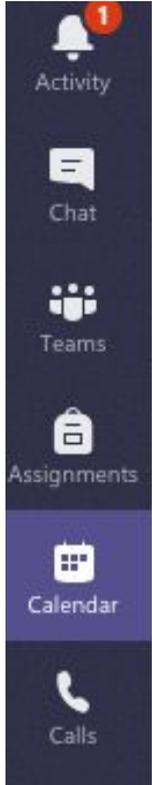
The customizable, chat-based team workspace in Office 365.



The screenshot shows the Microsoft Teams application interface. On the left is a dark navigation bar with icons for Activity (with a red notification badge containing the number 5), Chat, Teams (with a red notification badge containing an @ symbol), Assignments, Calendar, and Calls. The main content area is titled "Teams" and features a filter icon in the top right. Under the heading "Your teams", there is a list of team cards. The first card is "Graphic Design and Tech..." with a green and orange icon and a three-dot menu. Below it is a grey bar labeled "General". The subsequent cards are: "Mr. Hinman Grade Lev..." with a pink icon and three dots; "2nd period Texas H..." with a red icon, three dots, and a red notification badge with the number 1; "Stewart 4th Period" with a teal icon and three dots; and "Hinman Period 6" with a red icon and three dots.

- You should start to see that teachers have added you to a team or “class”
- Click on the different classes to view recent activity/lessons/etc.

Joining a Live Class/Teaching



- Go to your calendar icon

Joining a Live Class/Teaching

The screenshot shows a calendar application with the following details:

- Calendar Header:** "Calendar" with "Meet now" and "New meeting" buttons.
- Navigation:** "Today" and "March 2020" with navigation arrows, and "Work week" view.
- Calendar Grid:**
 - Monday, 23:** "Spring Benchmark: HISD STAAR; G1-2 DLA Writing (March 23-27) FAC Information" (all day).
 - Tuesday, 24:** "115 Bridges, Kristy T" (4:00 PM - 5:00 PM).
 - Wednesday, 25:** "Leadership Meeting" (4:00 PM - 5:00 PM) by "Microsoft Teams Shetzer, Steven D". A red arrow points to this meeting.
 - Thursday, 26:** "6th grade parent Zoom meeting" (6:00 PM - 7:00 PM) by "Zoom Graur, Sara G".
- Other Events:** "Canceled Test" (2:00 PM - 3:00 PM) and "Microsoft Teams Meeting" (3:00 PM - 4:00 PM) on Wednesday, 25th.

- Click on the class meeting based on day and time.

Joining a Live Class/Teaching

The screenshot shows the Microsoft Teams meeting interface for a meeting titled "7th Grade PLC". At the top right, there are two buttons: "Join" (in purple) and "Close" (in white). Below the title bar, there are options for "Cancel meeting", "Time zone: (UTC-06:00) Central Time (US & Canada)", and "Meeting options". The meeting name "7th Grade PLC" is displayed in a search bar. Below that, a list of participants is shown with their initials and names: EW Welling, Elizabeth M; SM Stewart, Ashley W; DH Harmon, Dexter E; MM Mendoza, Maria M; and SM Midyett, Susan F. At the bottom, the meeting date and time are set for Mar 26, 2020, from 10:00 AM to 10:30 AM, with a 30m duration and an "All day" toggle. On the right side, a "Tracking" panel is visible, showing a list of participants with their status: AF Ford, Amy K (Organizer), EW Welling, Elizabeth M (Accepted), SM Stewart, Ashley W (Accepted), and DH Harmon, Dexter E (Accepted). A black arrow points from the bottom right towards the "Join" button.

- Click Join
- Click Join Now