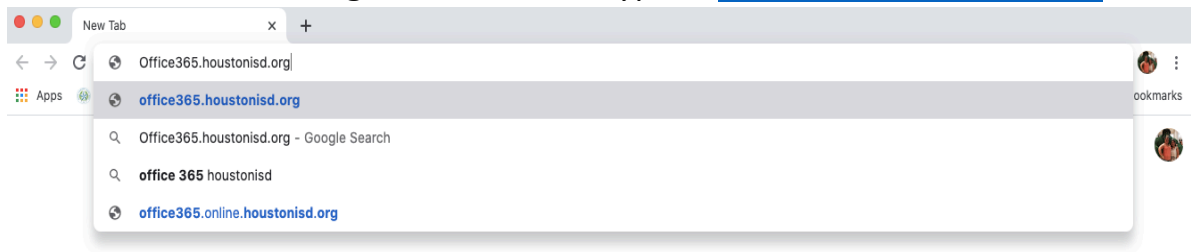


Accessing Microsoft Teams

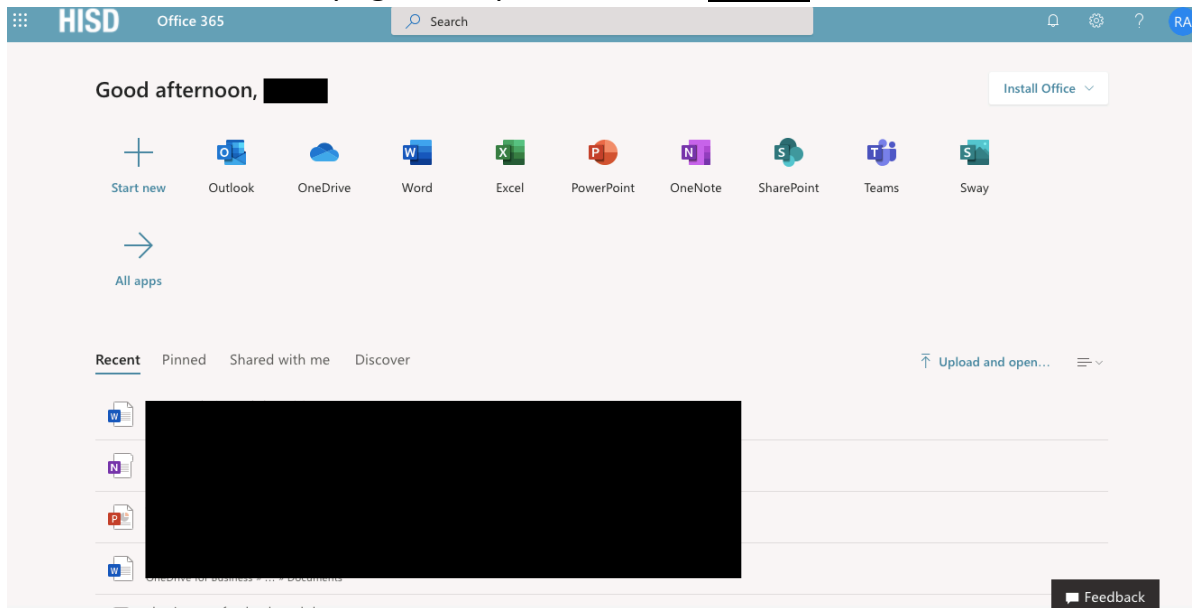
1. Open a new window in **Google Chrome**, and type in Office365.houstonisd.org.



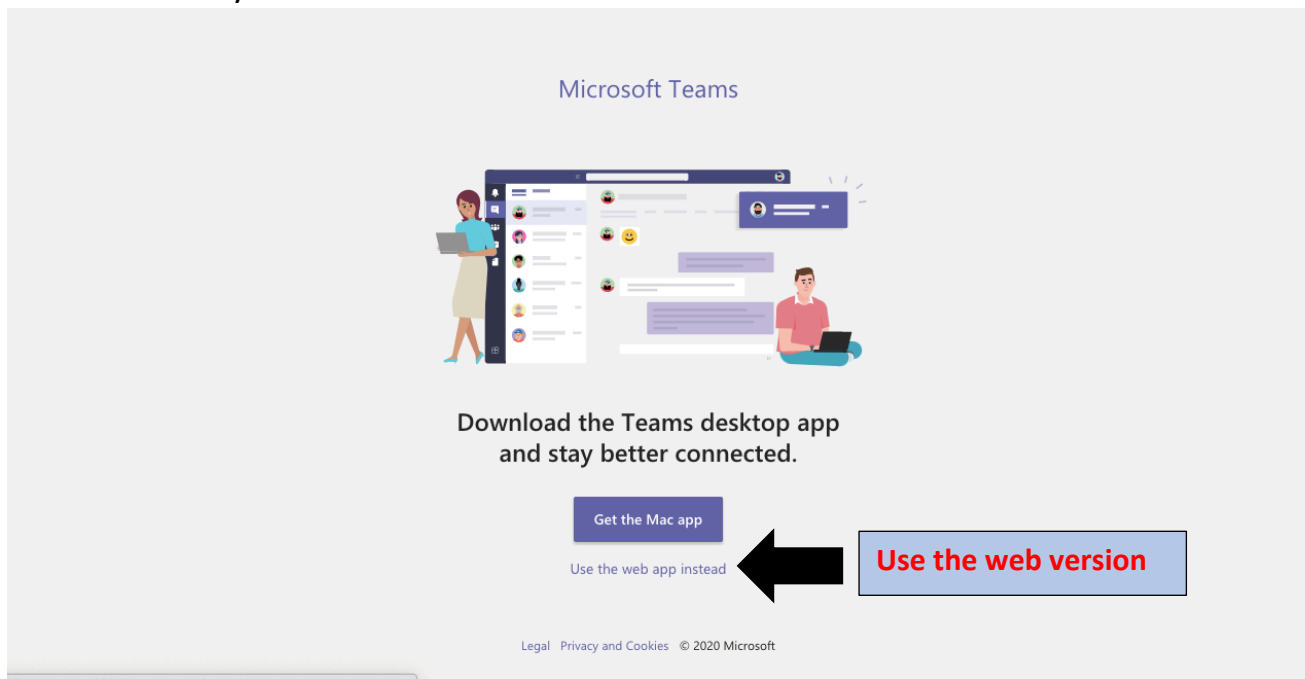
2. The single sign on service page will open for you to type in your login information. The username is **student\sIDNumber@online.houstonisd.org**, and the password is your **8-digit birthday**; example follows: **student\s0090936@online.houstonisd.org**, password is **11042010**.



3. The Microsoft Office homepage will open. Click the **Teams** button.



4. The window below will open. At this time, you have two options; you can download the app to your computer or continue to use the website version. Click whichever option works best for you.



5. Microsoft Teams will open, and you will see the classes you have been added to. Also, along the left bar, you have different ways to interact with Teams. The **Chat** tab will allow you to send direct messages to your teachers. The **Calls** tab will allow you to directly call your teachers with questions/concerns.

