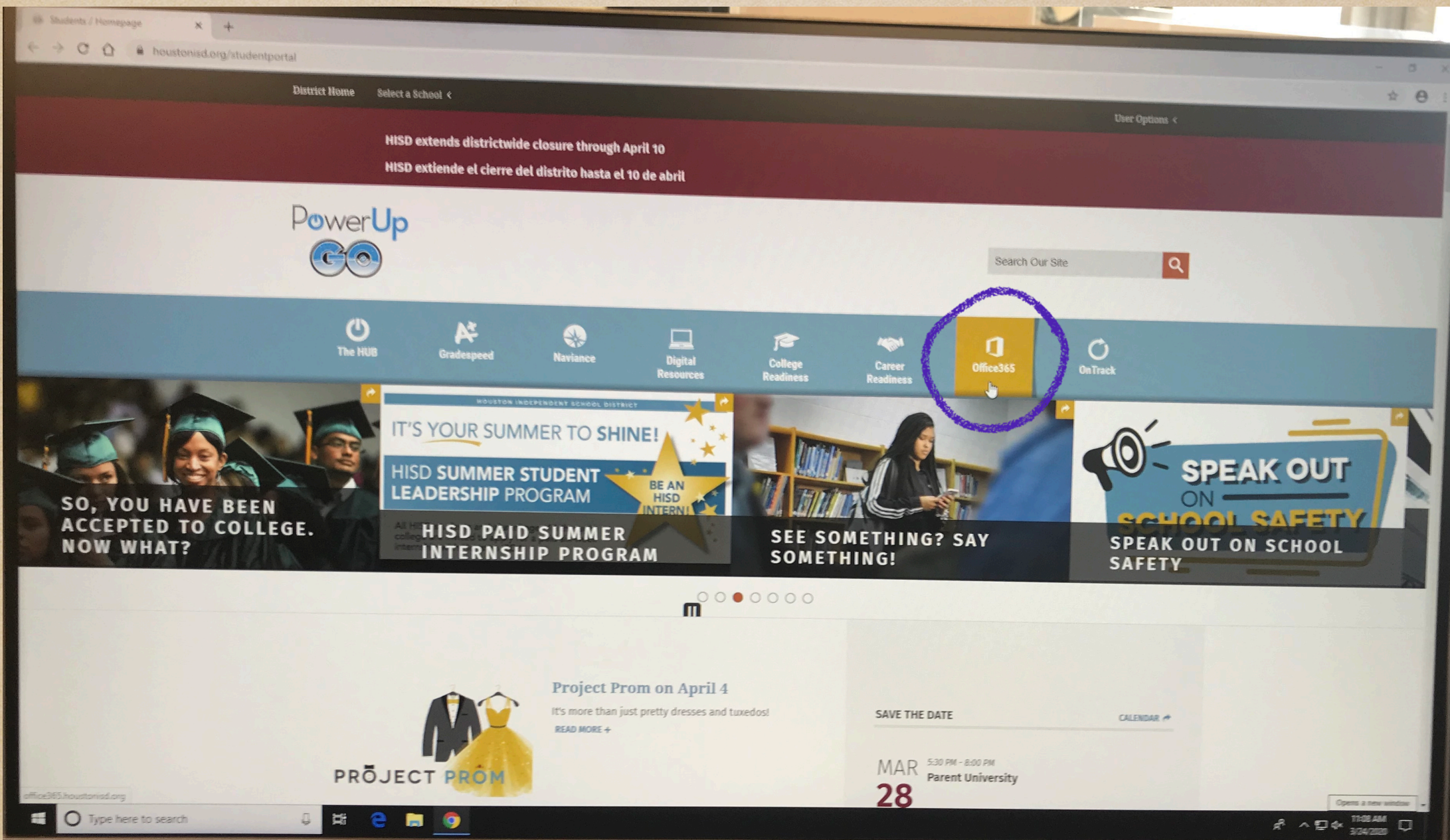


How to access Outlook (district
email) and Teams from your
computer and phone

For students

Logging on to Outlook and Teams from your district computer

- ◆ Turn your computer on and log in
- ◆ Open your web-browser, Chrome or Explorer
- ◆ Find the "Office365" icon on the right hand side and click on it
- ◆ You may be prompted to sign in again
- ◆ Click or Tap on "Outlook" for email and "Teams" to find your class
- ◆ Continue...



dist. check
teacher sign

office.com

Workforce Solutions Home Internet TEKS Construction Greater Houston Partnership (GHP) Earn Colleges & Careers Welcome to...ion (NCICTE) Building a S...ion (NCICTE)

HISD Office 365 Search

Good morning

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams

Class Notebook Sway Forms All apps

Install Office

teacher sign
workforce

From any other computer

- ◆ Open a web browser like Chrome or Explorer
- ◆ Type "office365.houstonisd.org" into the URL window
- ◆ You may have to log on and then you will see the apps listed
- ◆ See the next few pictures...

10:01 AM Tue Mar 24

100%



AA

sts.houstonisd.org



[Workforce S...ce Solutions](#)

[Home Internet](#)

[TEKS Construction](#)

[Greater Ho...ership \(GHP\)](#)

[Earn Colleg...es & Careers](#)

[Welcome to...ion \(NCiCTE\)](#)

[Building a S...ion \(NCiCTE\)](#)



HISD

Single Sign On Service

Sign in with your organizational account

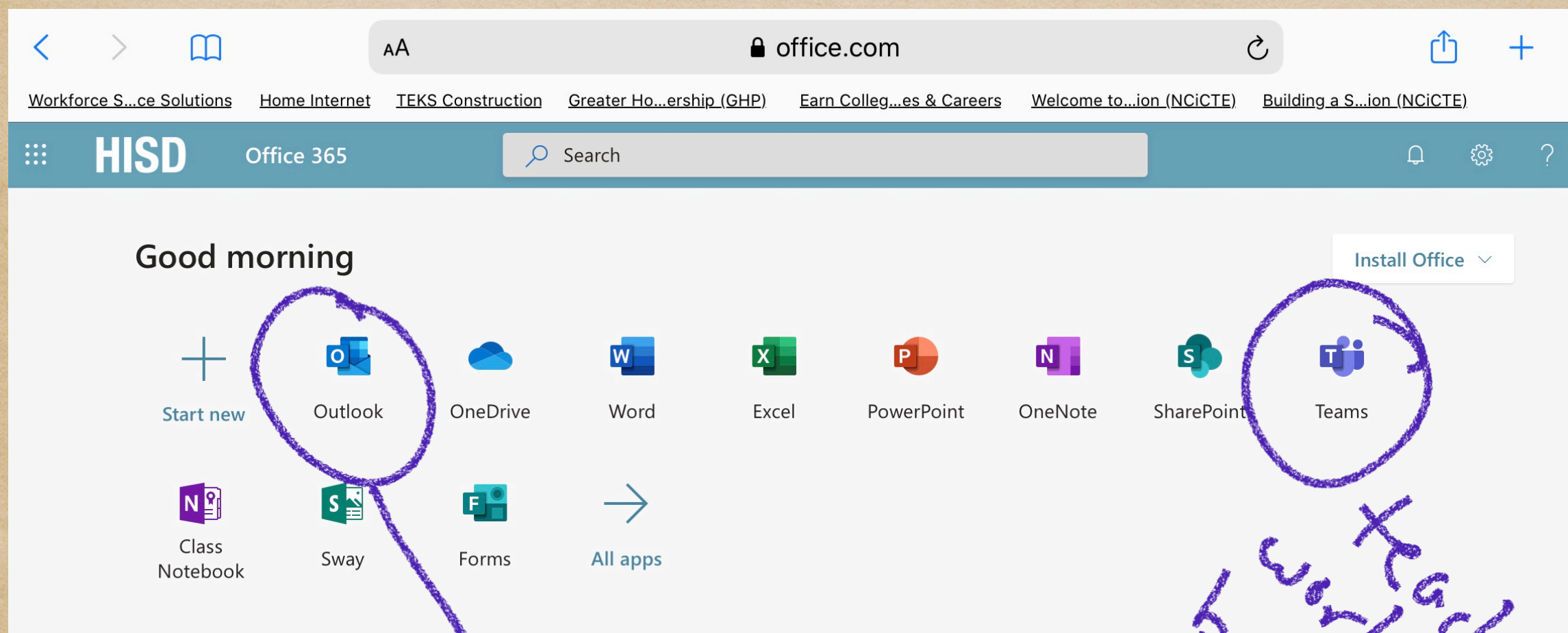
Sign in

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

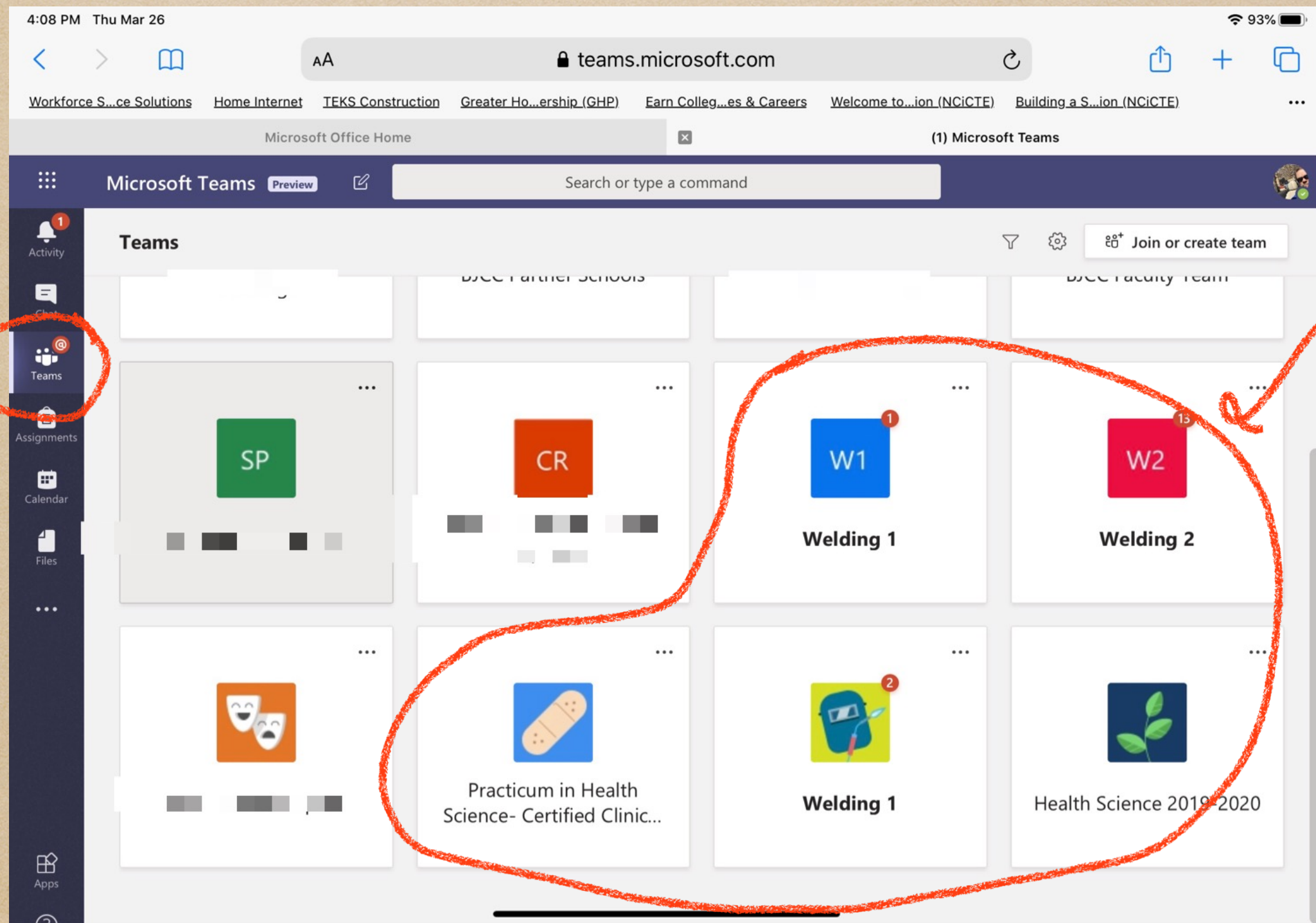
For login problems, please contact service desk at [713-892-7378](tel:713-892-7378)

© 2016 Microsoft

login
here



You should see your classes here:



Click here

Your classes are here

Click on "general" for your class:

The screenshot shows the Microsoft Teams web interface. At the top, the browser address bar displays 'teams.microsoft.com'. Below the browser, the Microsoft Office Home header is visible. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Files, and Apps. The 'Teams' icon is selected, showing a list of teams. The 'Welding 1' team is selected, and its 'General' channel is highlighted with a red circle. The main content area shows the 'General' channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. Two assignment cards are visible: 'S.M.A.W.' due Apr 09 and 'Welding Safety' due Mar 31. A red bracket on the right side of the screen groups the assignment cards and the bottom chat input area, with the handwritten text 'Commonplace' written vertically next to it.

4:10 PM Thu Mar 26

AA teams.microsoft.com

Workforce S...ce Solutions Home Internet TEKS Construction Greater Ho...ership (GHP) Earn Colleg...es & Careers Welcome to...ion (NCICTE) Building a S...ion (NCICTE)

Microsoft Office Home

General (Welding 1) | Microsoft Teams

Microsoft Teams Preview Search or type a command

All teams

Welding 1

General

General Posts Files Class Notebook Assignments Grades

View assignment

Reply

Assignments 3:37 PM

S.M.A.W.

Due Apr 09

View assignment

Reply

Assignments 4:06 PM

Welding Safety

Due Mar 31

View assignment

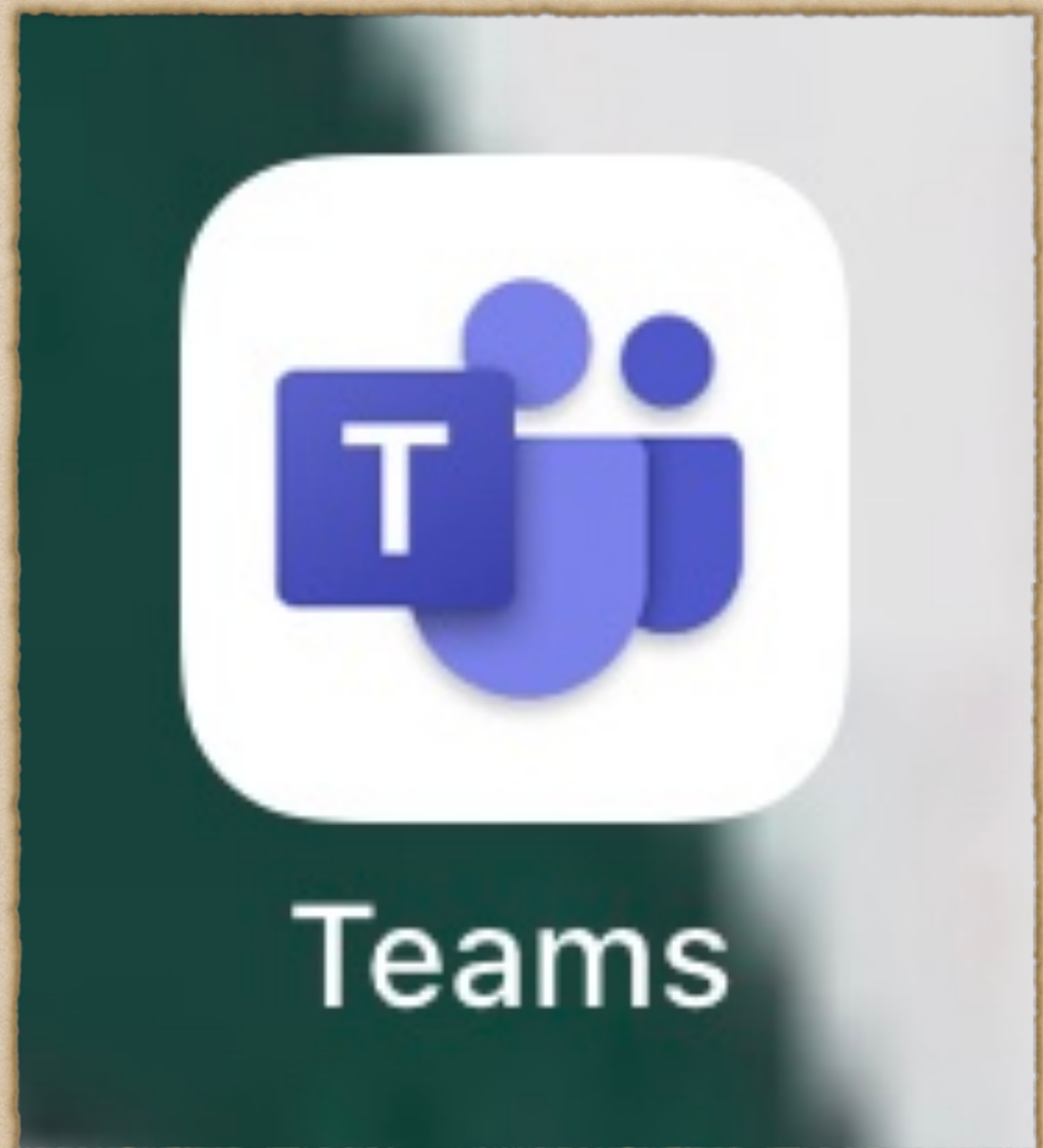
Reply

Start a new conversation. Type @ to mention someone.

Commonplace

Teams on your phone...

- ◆ Download the “Teams” app from the App Store or Google Play Store



Open the app...

- ◆ Open the App and sign in
- ◆ Your district name and log on should appear...tap on that to use to log on
- ◆ Allow access to the camera and mic so you can participate in conferences (you can always turn them off during the conference)
- ◆ You should see all the teams you have been added to






Welcome to Microsoft Teams!
A happier place for teams to
work together.

Sign in

Teams appear on left

- ◆ Your Teams (Classes) will be available to tap on
- ◆ You can participate in teacher office hours and see assignments

- ▽  Practicum in Health Science
General
- ▽  Welding 1
General
- ▽  Health Science 2019-2020
General

Questions

- ◆ Check these sites and the HUB for your class work
- ◆ If your teachers were using google classroom or OneNote, keep checking there also
- ◆ You may also email BJordanCareerCenter@gmail.com if you have additional questions