## Accessing Microsoft Teams from Home A Quick Guide on how to access Teams for online tutoring

1	Go to the Houston ISD Student Portal at <u>https://www.houstonisd.org/studentportal</u> and click or the Office 365 icon:		
	Students / Homepage X +	- <b>o</b>	
Office 365	← → C ①		
	21: Apps 📓 Chancery 📓 Gradespeed 🥸 tasyleth 💁 Restround Scenner 😗 Pearson - TEUPAS 🥎 SSD College Board 🐼 ACTTAA 🐵 Lamar Staff Directory 🚺 Lamar Sharepoint 🐵 HISD@Home		
	District Home Select a School C	User Options <	
	HISD extends districtwide closure through April 10 HISD extiende el cierre del distrito hasta el 10 de abril		
	PowerUp CO	earch Cur Stand	
	U Readiness Readiness Readiness Readiness	S45 OnTrack	
	Log into the HISD Sign On page with your HISD email	HICD and	
	password.	Single Sign On Service	
Username: SXXXXXXXXXQonline.houstonisd.org			
	#X's represent your ID Number	Sign in with your organizational account	
	Password: MMDDYYYY		
	8 digit hirthday	sXXXXXXXQ@online.houstonisd.org	
	o aigh bh thay		
		Sign in	
	Click on Teams to open Microsoft Teams		
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	← → C Q is office.com/Jauth=2 **	<b>0</b>	
	Good afternoon,		
	$+$ 4 $\bullet$ 4 4 $\bullet$ 4 $\bullet$ $\bullet$ $\bullet$ $\bullet$		
	Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway All apps		
<u> </u>	Select Use the web app instead	Download the Teams desktop app	
		and stay better connected.	
		Get the Windows app	
		Use the web app instead	

## **Using Microsoft Teams**

L. Activity	This tab summarizes your classes activity. New assignments and messages from your classes will be posted here. Use this tab to stay up to date.
<b>E</b> Chat	Access Direct and group Messaging through this tab. Message other students and teachers. (For contacting your teachers, make sure you use their preferred method of communication)
Teams	Teams tab displays all the classes you are currently enrolled in. Get access your teacher's online class by selecting a "team". You will be able to view the general chat, voice channels, calendars, and files your teacher might post through here.
Assignments	For online assignments, please use the HUB https://houston.itslearning.com/?
Calendar	Easiest way to see upcoming online meetings. Don't miss an online session and keep track of your schedule using the Calendar tab.