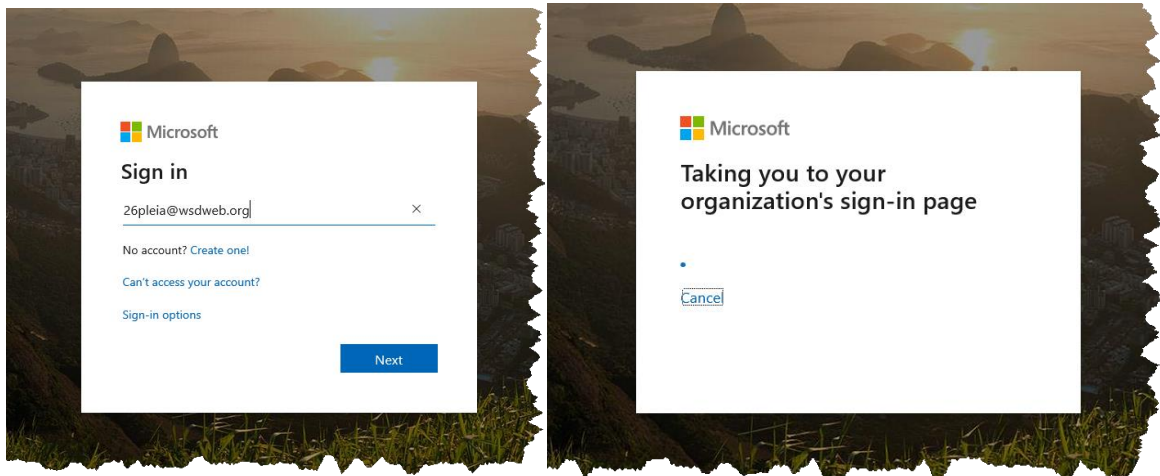
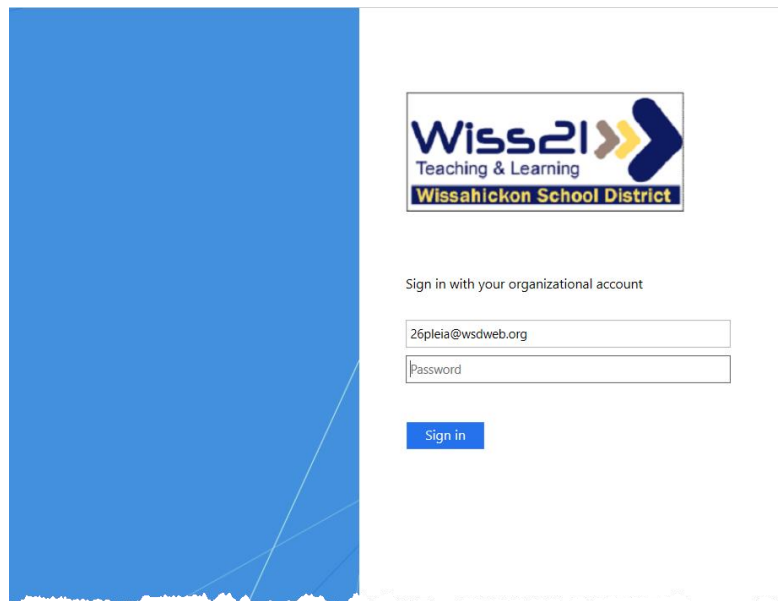


## How to Use Microsoft Teams to Connect with Teacher-led Sessions for Students

1. Go to <http://portal.office.com>
2. You should be asked to enter your WSD username with the “@wsdweb.org”. Don’t worry if you have never used your school email.



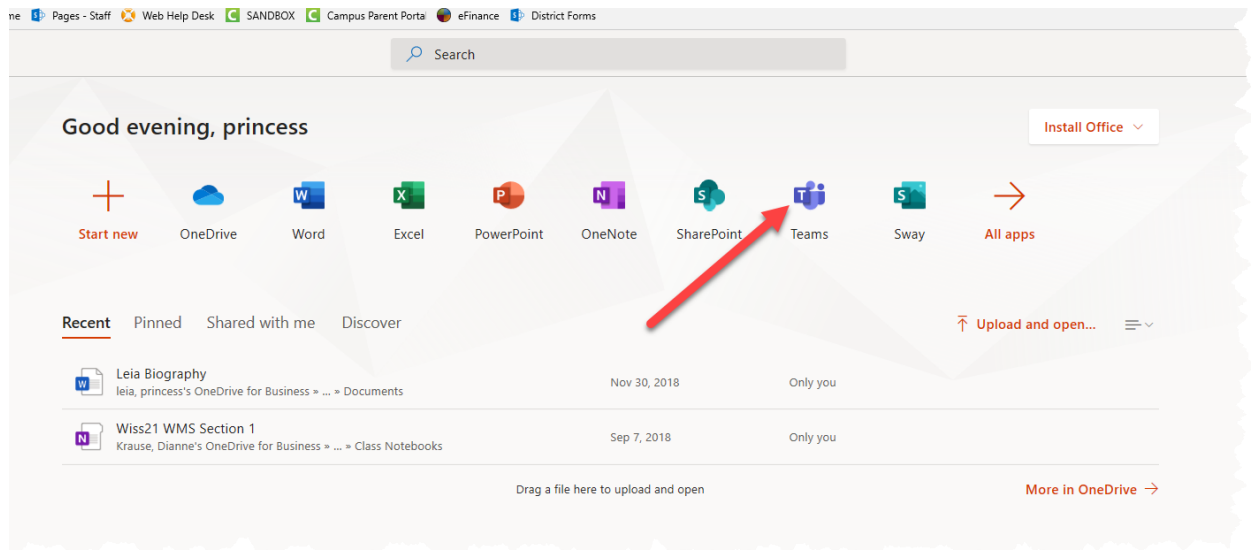
3. Enter your password which is your Student ID.



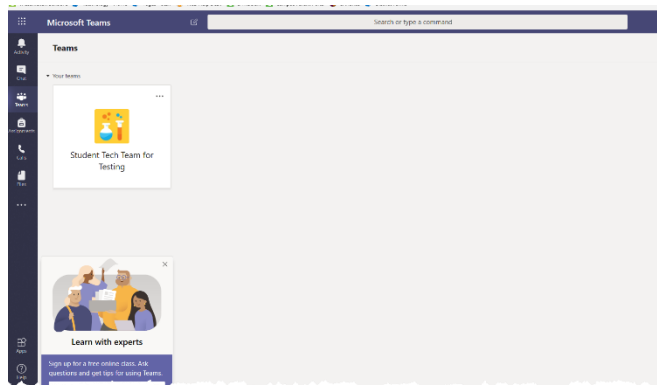
4. Once logged in you will be asked if you want to stay signed in. If it is the school's laptop, you should click "Yes".



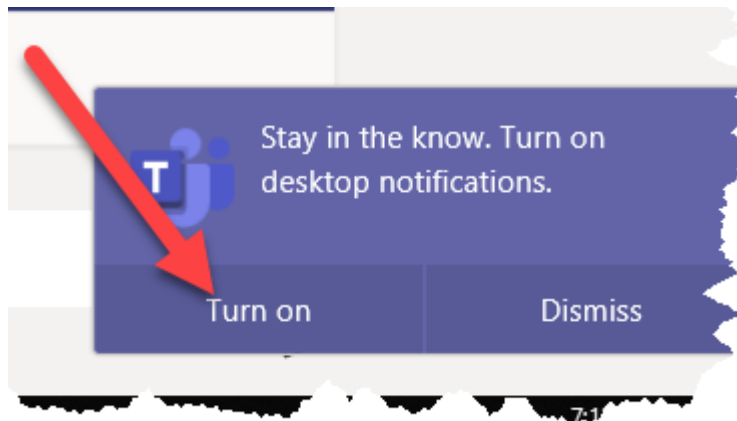
5. You will see all of the Office 365 Programs you can use. Click the Teams icon.



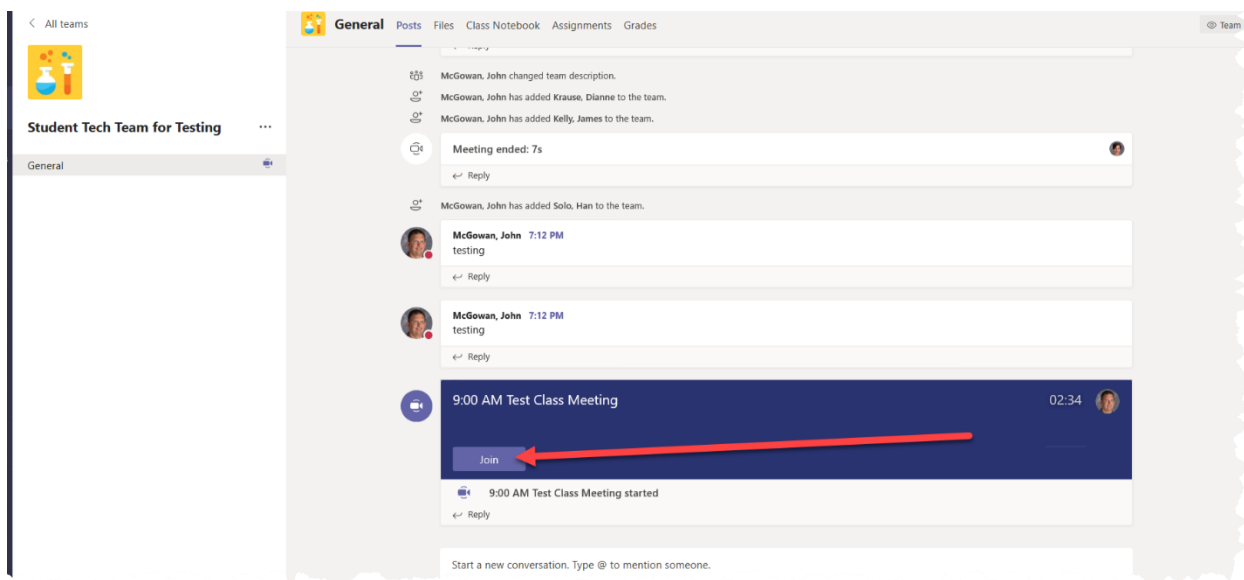
6. Teams will load and any Team channels you are in will be displayed.



7. Click **Turn on** to have notifications popup from Teams.



8. When your teacher starts a meeting, you will see a **Join** button. Click this and you will enter into the call.



9. The first time you use Teams on a computer, it will ask you to allow Teams to use your microphone (and webcam if you have one).
10. Now you are ready to begin using Teams. For the next session with your teacher, you will go to [portal.office.com](https://portal.office.com), log in and start Teams. Click the **Join** button to begin the meeting on Teams!