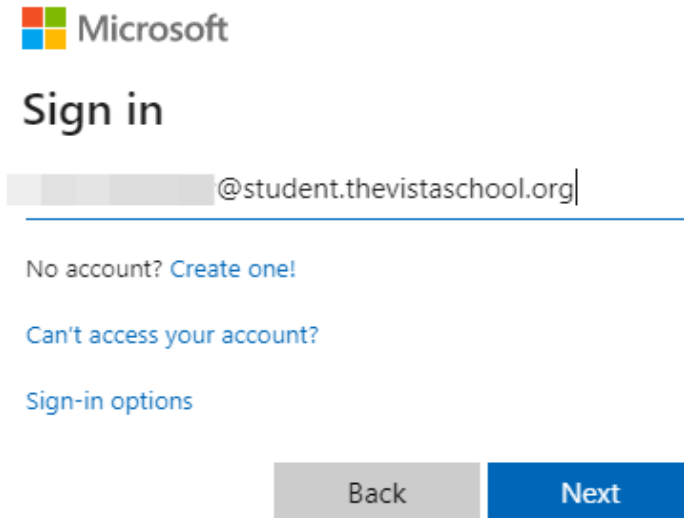


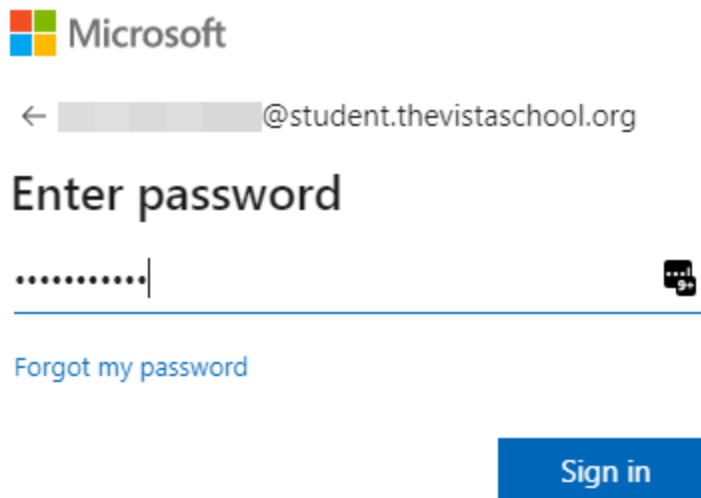
1. Go to <https://www.office.com/> and select the **Sign In** button

2. Type in the email address that was provided to you and then select **Next**



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing a greyed-out email address followed by "@student.thevistaschool.org". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

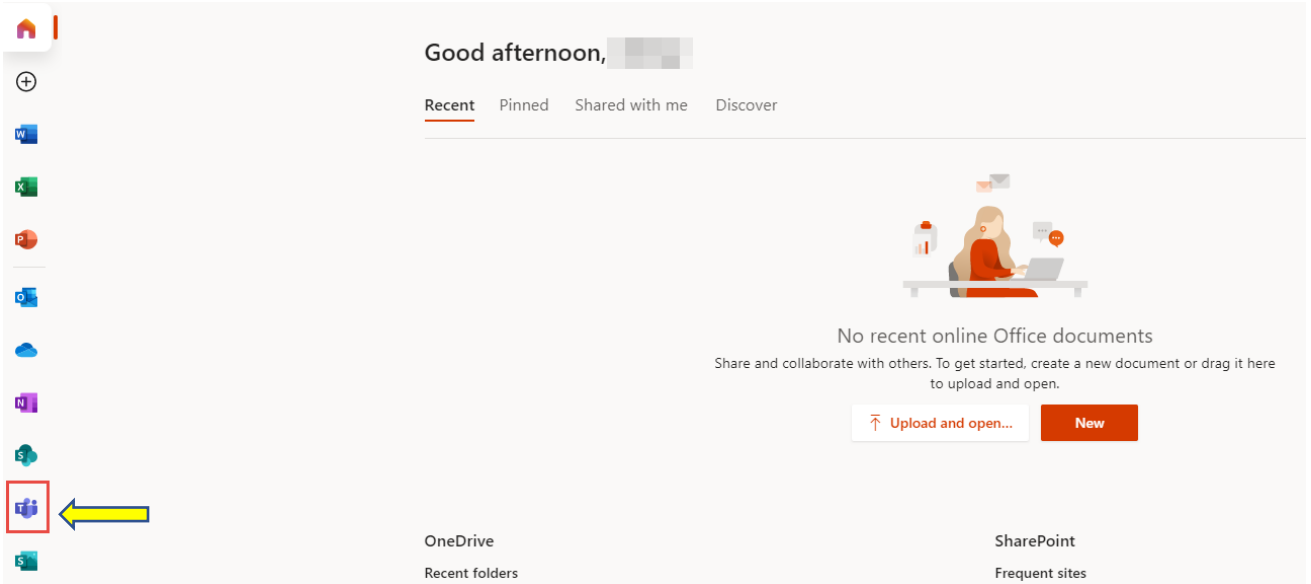
3. Enter password that was provided and select the **Sign in** button



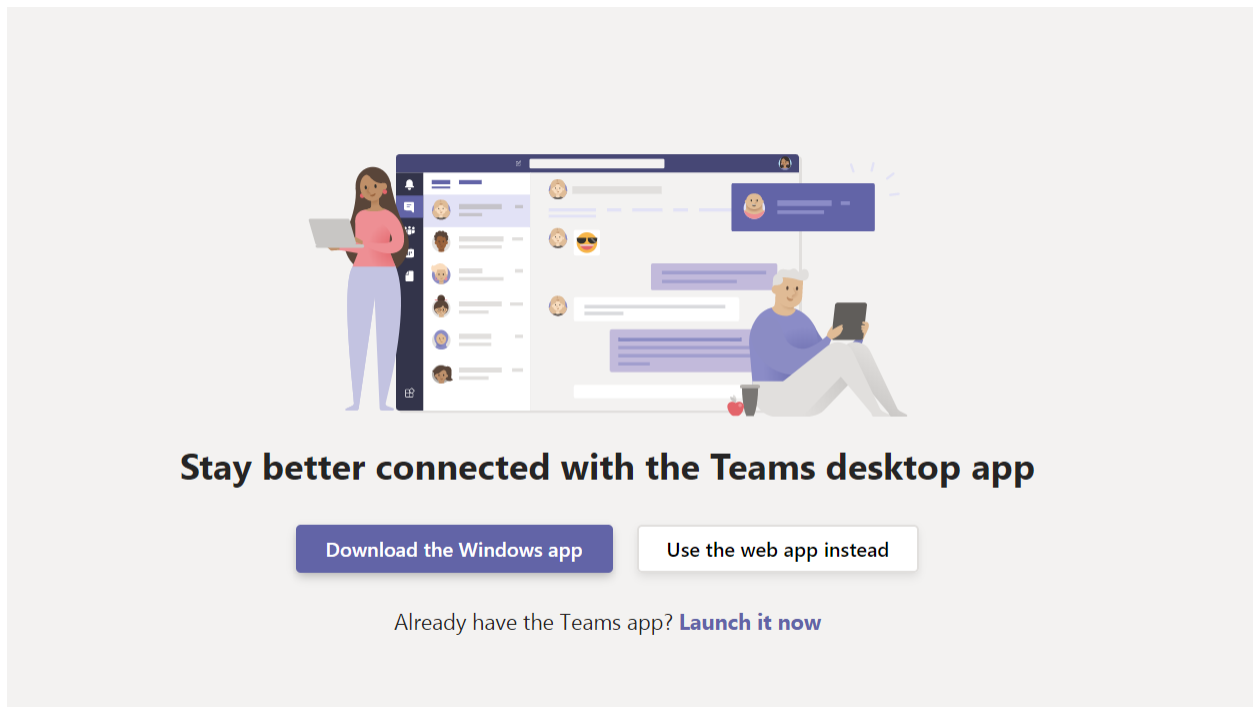
The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it is a back arrow icon followed by a greyed-out email address "@student.thevistaschool.org". The main heading is "Enter password". Below it is a password input field with a masked password "....." and a small icon of a speech bubble with a plus sign. Below the input field is a link "Forgot my password". At the bottom is a blue "Sign in" button.

4. If you receive any introductory popup windows, select **Next** to move through them.

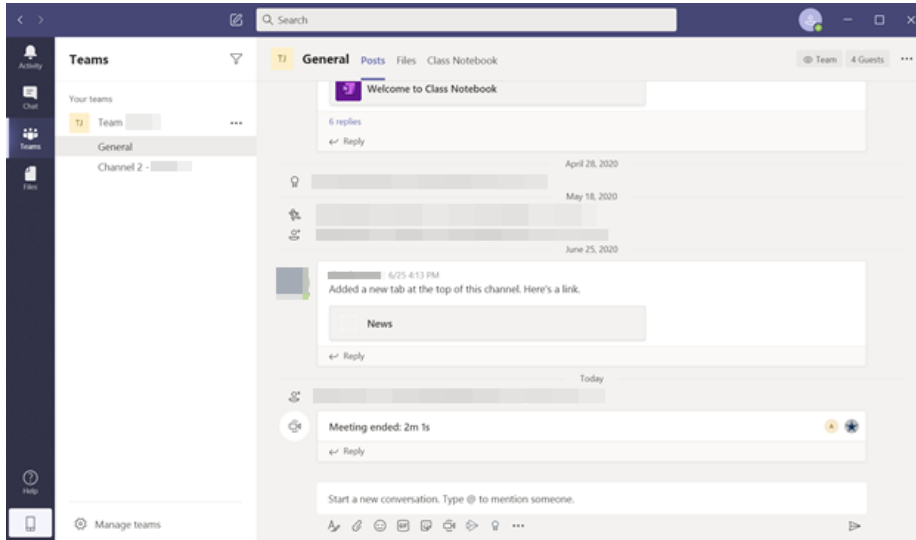
5. You should see a welcome page like this. When you do, select the **Teams icon** that is on the left side outlined in red.



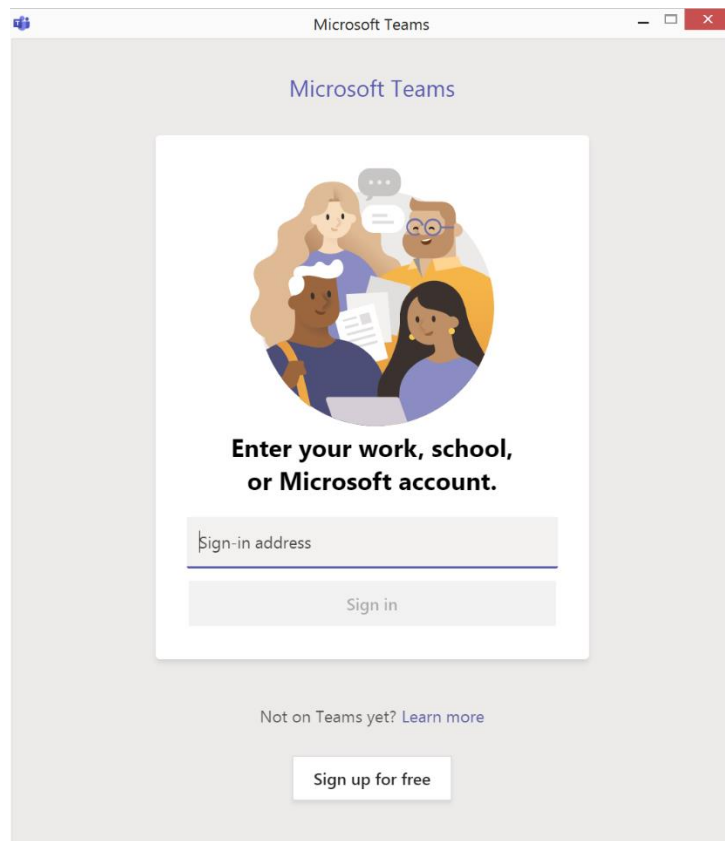
6. The following window will open. You have a choice to use Teams online OR download the app for it.

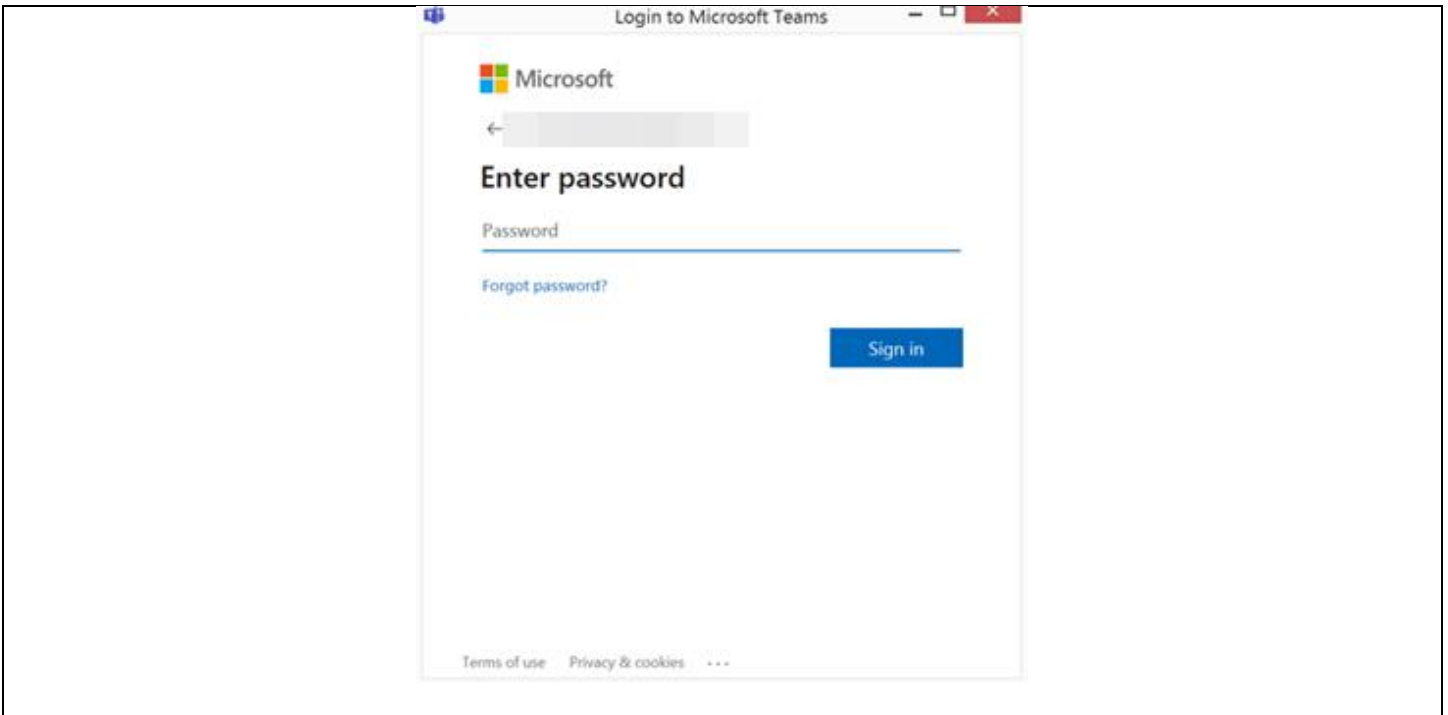


- a. To use Teams online, select **“Use the web app instead”** button and the Teams site will open.



- b. To use the Teams app, select **“Download the Windows app”** button. Follow prompts to download and install and then sign in with email and password if prompted.





7. After signing in, the Teams site should appear and look similar to this.

