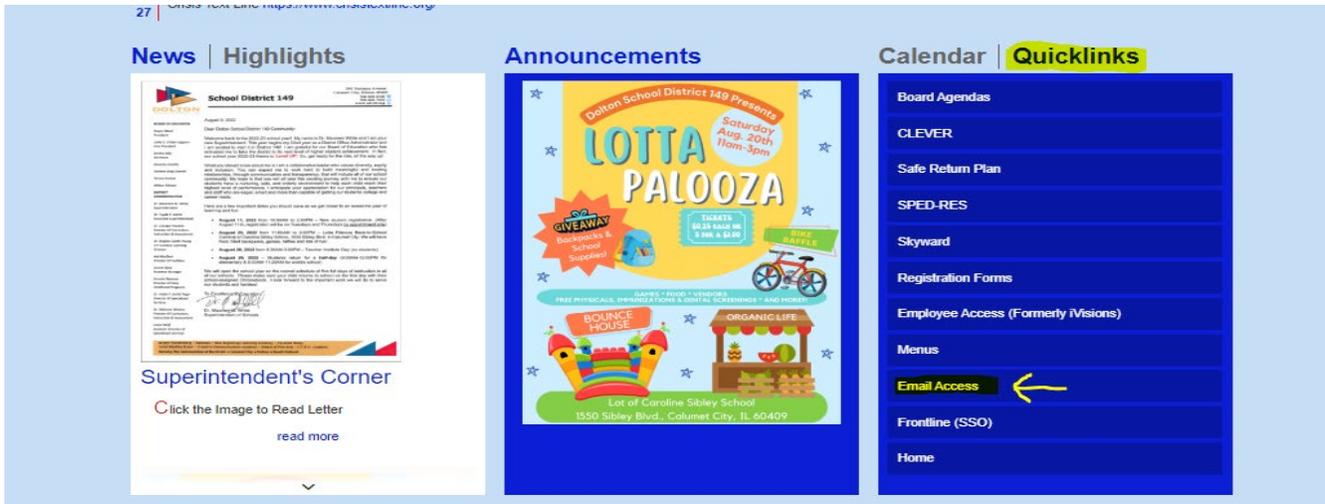


Microsoft Office 365 Student Email

Sign-In Instructions

1. Go to our district website: www.sd149.org
2. **Scroll down to the bottom of page** and click the **Quicklinks**, then click “Email Access” as shown below.



3. Once you click the link, you will be taken to the email sign in screen. Here you will type in your **DISTRICT ISSUED** email address and then click next. *You cannot use your personal email account(s) to login to your district email.* If you have not received your district issued email, please contact your building principal.



4. After clicking next, you will be taken to a screen to enter your password. Your **temporary** password is **Dolton1!** After you enter your password, click sign in.

Enter password

Password

[Forgot my password](#)

Sign in

5. After you click “sign in”, you are going to be taken to an “Update Your Password Screen”. Follow the directions on the screen and then click sign in.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

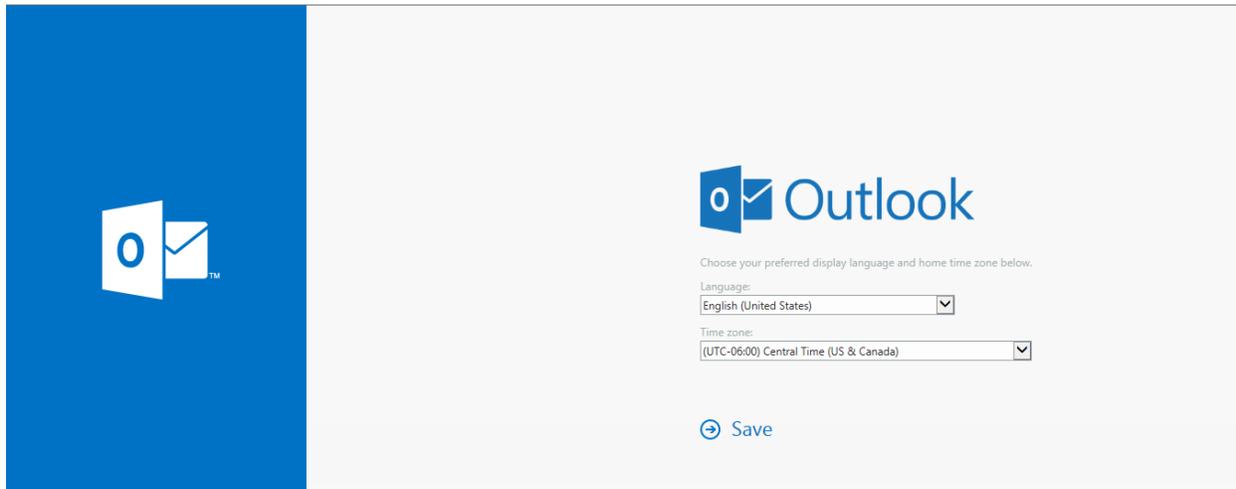
Current password

New password

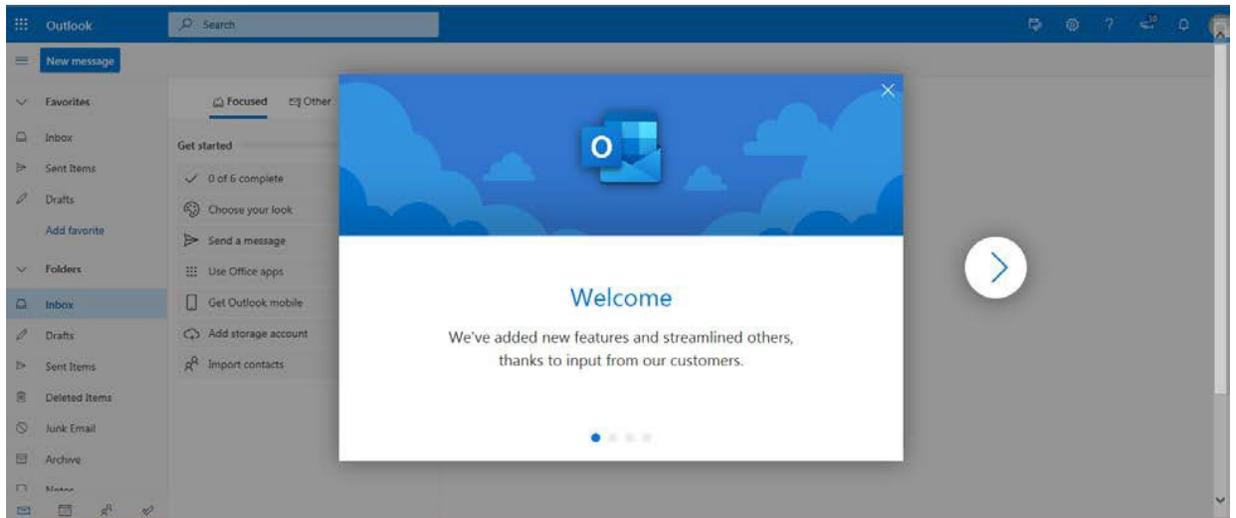
Confirm password

Sign in

6. After you click sign in, you will be taken to a screen for you to choose the display language and time zone. Please select “English” for the display language and (UTC-06:00) Central Time (US & Canada) for the time zone, and then click **save**.



7. Once you click save, you have completed setting up your email. You will see a welcome screen that looks like the one below. Click the “x” in the upper right-hand corner of the welcome box and you will be ready to use your email account.



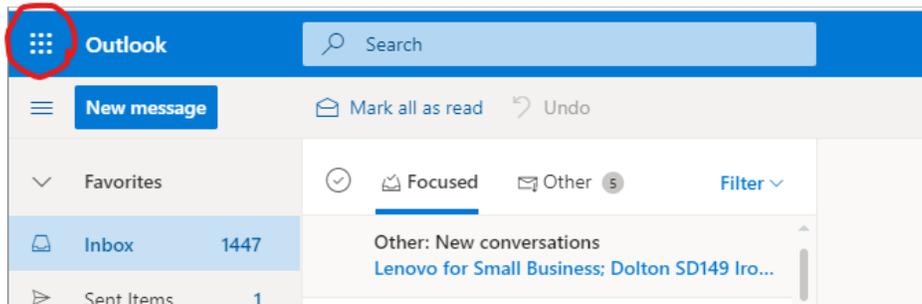
8. Also, your **new password** would need to be used to login to your other platforms that use your email address, such as EasyBridge and Blue Streak Math.



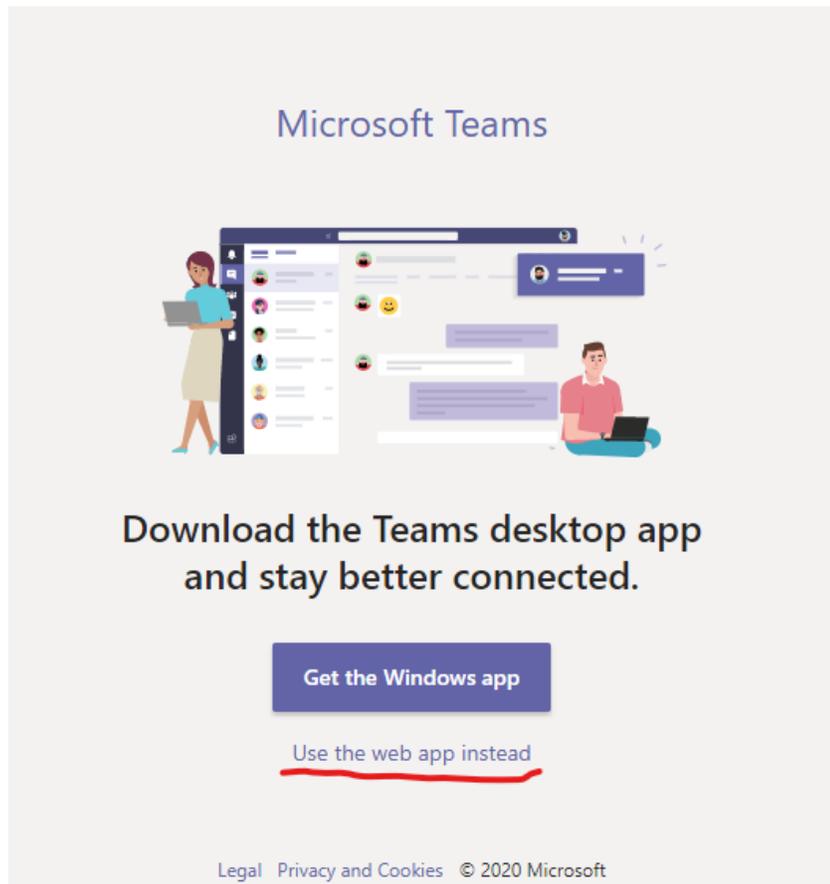
Microsoft Teams 101

After you login to your email, please follow these steps to access Microsoft Teams via the web:

1. Select the Microsoft Teams app from the app launcher.
 - a. Click the “waffle” pattern in the upper left corner next to the word Outlook



Open Teams from the Apps menu



We will choose "use the web app instead" for this tutorial.

1. **Teams Menu Bar:** This bar is located on the left hand of the screen. Students can switch between various pages on *Teams*

Chat: Gives students the option to message their teacher within *Teams* (**Important:** This is not to be used for students to chat amongst each other)

Files: This option gives access to the students *OneDrive* documents as well as any documents shared through *Teams*.

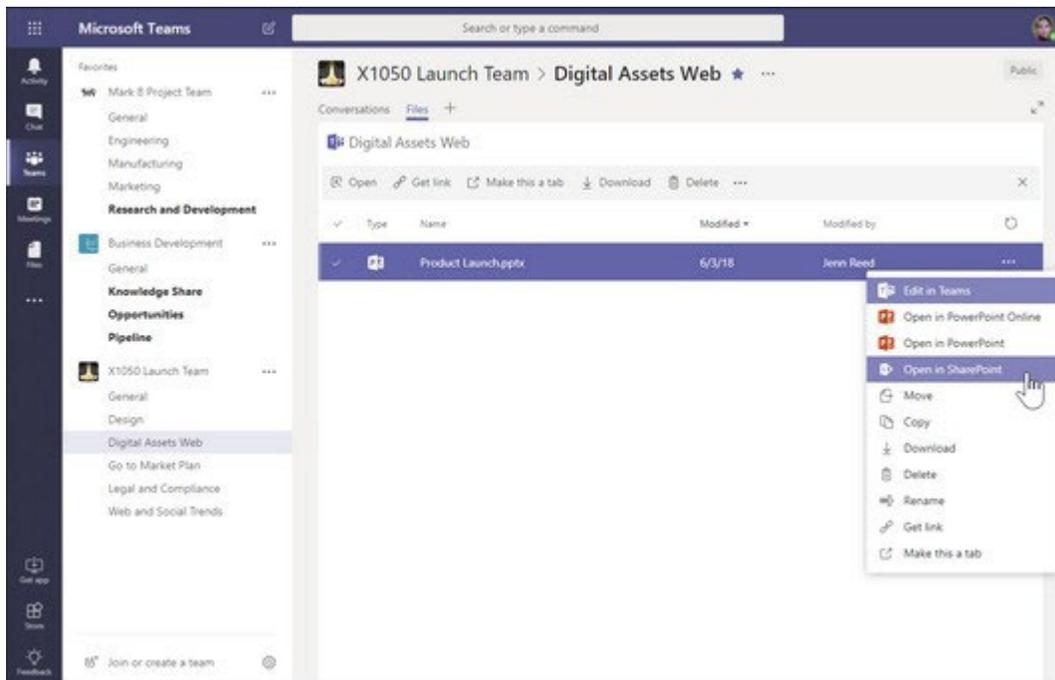


Chatting in Microsoft Teams

To start a chat, click on the Compose Box and start typing your message while in either the Activity, Chat, or Teams sections. When you're done, click the Send icon to post your message. Depending on the culture of your team, you can spice up your chats with emojis, Giphys, or stickers. You'll find a variety of options when you click these icons below the Compose Box.

Sharing files in Microsoft Teams

When you create a Teams hub, a SharePoint site is automatically created in the backend, which in turn, creates a document library for each channel. Files uploaded in a Teams channel show up the Files tab and are stored in a SharePoint document library. In fact, you can click the ellipses next to the file name and then choose to open the file from its location in [SharePoint](#).



Opening a file in SharePoint from Teams.

To share a file in Teams:

1. Select Teams from the App bar.
2. Compose a message in the Compose box from a channel.
3. Click the Attach icon (it looks like a paperclip) below the Compose box and select the source for the attachment you want to share.

4. Select the file from the source and upload it.
The file you uploaded will now be embedded in the message.
5. Click the Send icon (it looks like an airplane) to post your message.
The file you shared will also show up in the Files tab.

Alternatively, you can go directly to the Files tab and click the Upload button to upload a file. Once the file is uploaded, click the name of the file to open it. Once opened, you can start a conversation with others regarding the document.

1. PLEASE DON'T FORGET YOUR PASSWORD!!! WRITE IT DOWN AND STORE IT IN A SAFE PLACE!!!!

2. PARENTS PLEASE SUPERVISE YOUR CHILD AT ALL TIMES WHEN THEY ARE ON-LINE, AS WELL AS, USING THEIR STUDENT EMAIL ACCOUNTS.