

Together We Achieve

A Guide to Microsoft Teams

What is Microsoft Teams?

Think of Microsoft Teams (Teams) as your child's link to learning.

Teachers use Teams to teach lessons, set homework, video chat, and correspond with students.

Your child will be able to log in using this email address and password:

Email:

Password:

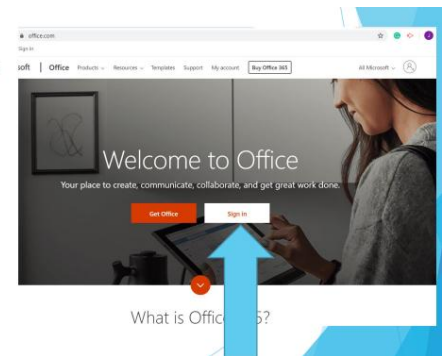
Once logged into Teams, your child will be added into the correct class.

Getting Started

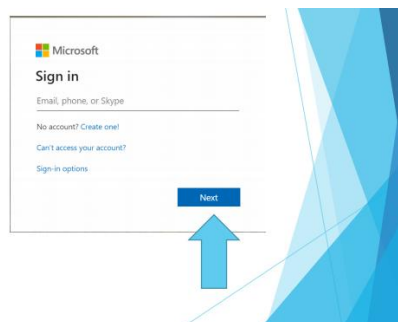
1. In any browser go to office.com



2. Click "Sign in"



3. Type your child's IDnumber@susd.org & click "Next"

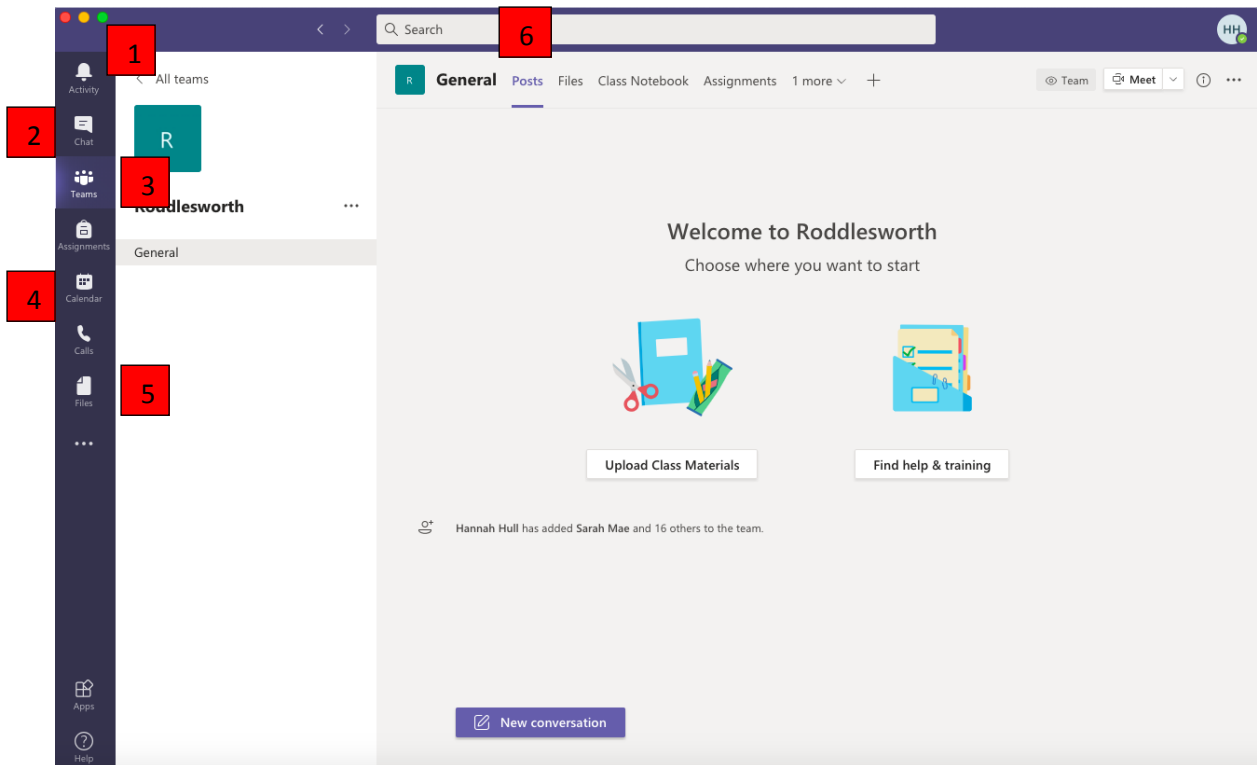


Microsoft 365

Once you are logged in you will see you have access to all of the Microsoft 365 apps. This is also where you will find Teams



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1. This is where you can find the class feed and is where the afternoon lessons will be posted. Your child will be tagged in the post and will receive a notification.
2. This is where you can have a private conversation with the teacher and is where your child will be able to find their set work. Your child will be placed into a group and can upload their work into the same chat as it has been set by the class teacher.
3. The Teams tab is where you can find the correct class.
4. The calendar tab will bring up the timetable for the week. Your child can join the lessons by clicking on the correct lesson and then pressing the join button.
5. Any uploaded files can be found here.
6. This is the general page for the group. Your child may find challenges or activities they can do at home here.