



Using Microsoft Teams

Accessing Teams

1. Go to the internet and type in... <https://teams.microsoft.com>
2. Enter your student e-mail address (the e-mail format is username@rlstudent.org)

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

3. Click next
4. Enter your password

RICHLAND ONE

← elizabeth.green@richlandone.org

Enter password

Password

[Forgot my password](#)

Sign in

Need help? Contact the R1 Customer Care Center at (803) 231-7436.

5. Click the sign in button



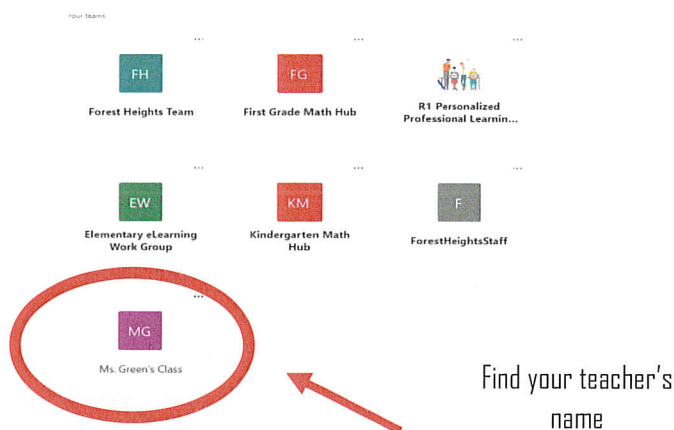
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Finding Your Class

6. Once Microsoft Teams loads on your computer. Click the teams tab on the left-side of your screen



7. Click on your classroom icon in the middle of your screen that has the name of your teacher



Joining Your Assigned Session

8. Click the Join button located at the top right-hand corner of the screen (click Join only once) and you will be connected via video with your teacher.

