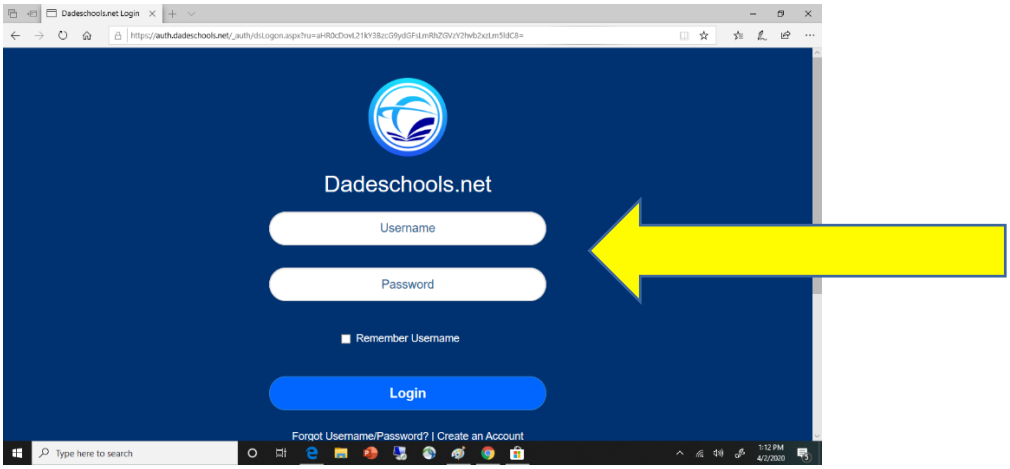
MICROSOFT TEAMS STEP BY STEP INSTRUCTIONS

Dear Parents,

We have put together this step-by-step instruction guide with pictures to better assist you and your child in the use of Microsoft Teams.

STEP 1

First your child will need to log into the portal:



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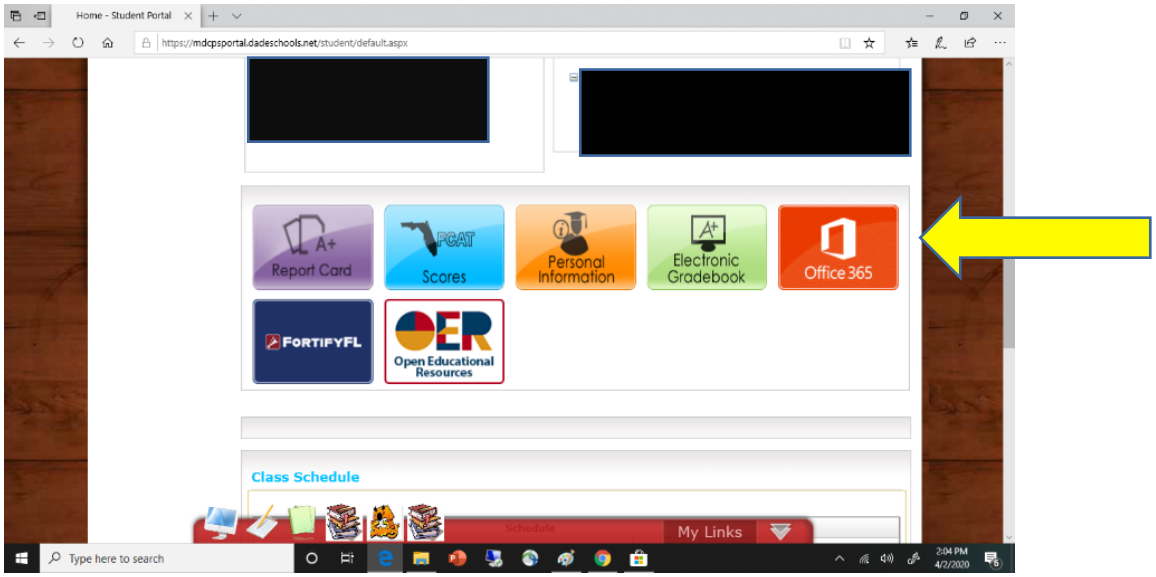
STEP 2

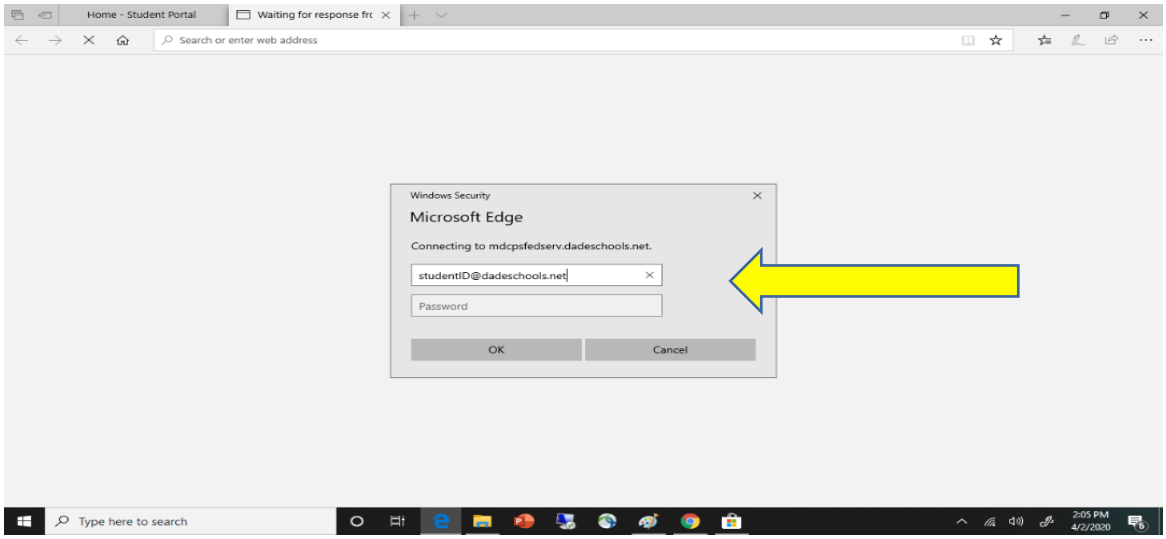
After your child has logged in, scroll down to Office 365 and click on it.



STEP 3

Once you click on Office 365, a new browser window will open.

Your child will need to type in studentID@dadeschools.net and password. Please see example down below.



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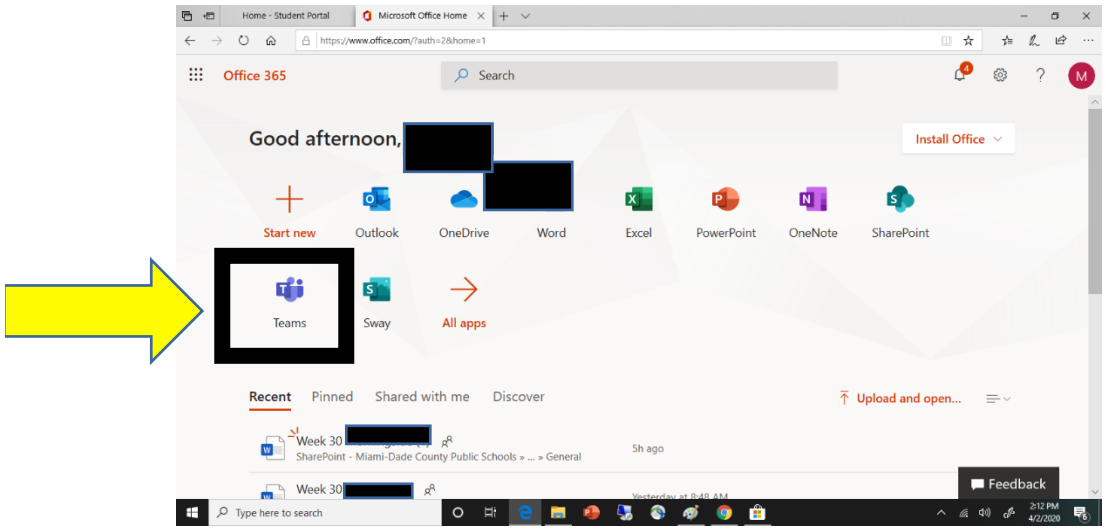
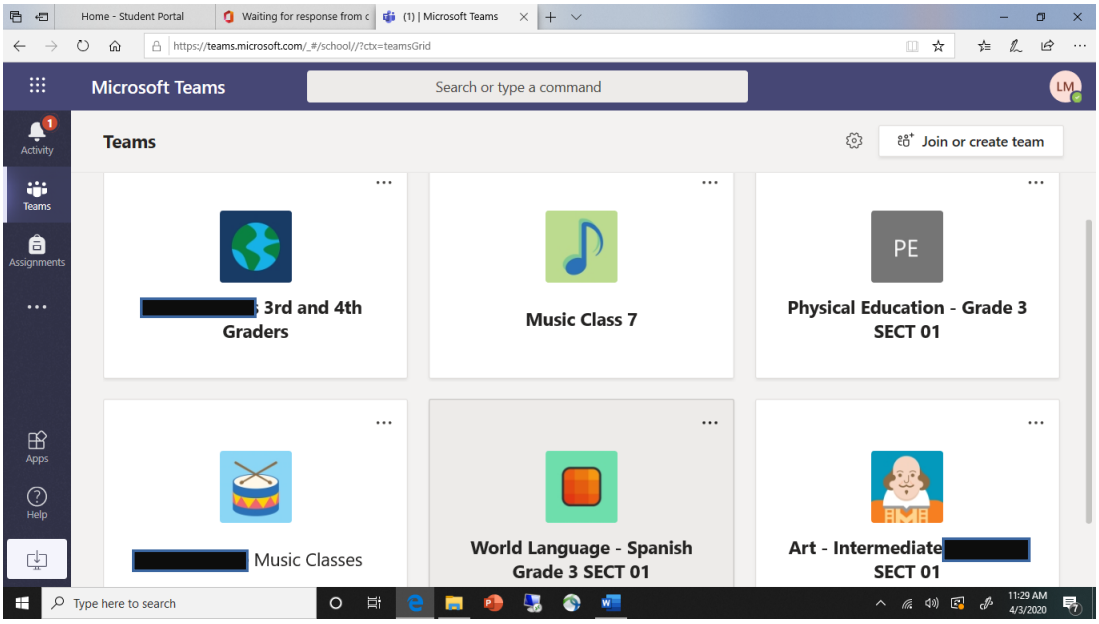
STEP 4

Click on Microsoft Teams.



STEP 5

Click on the class tab that you will be working on.



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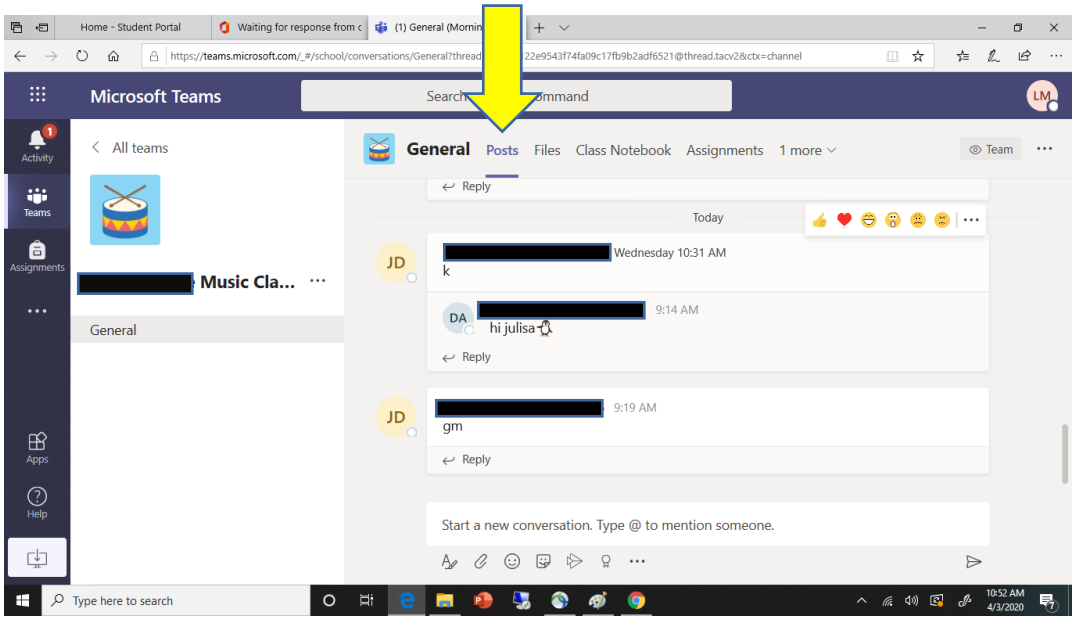
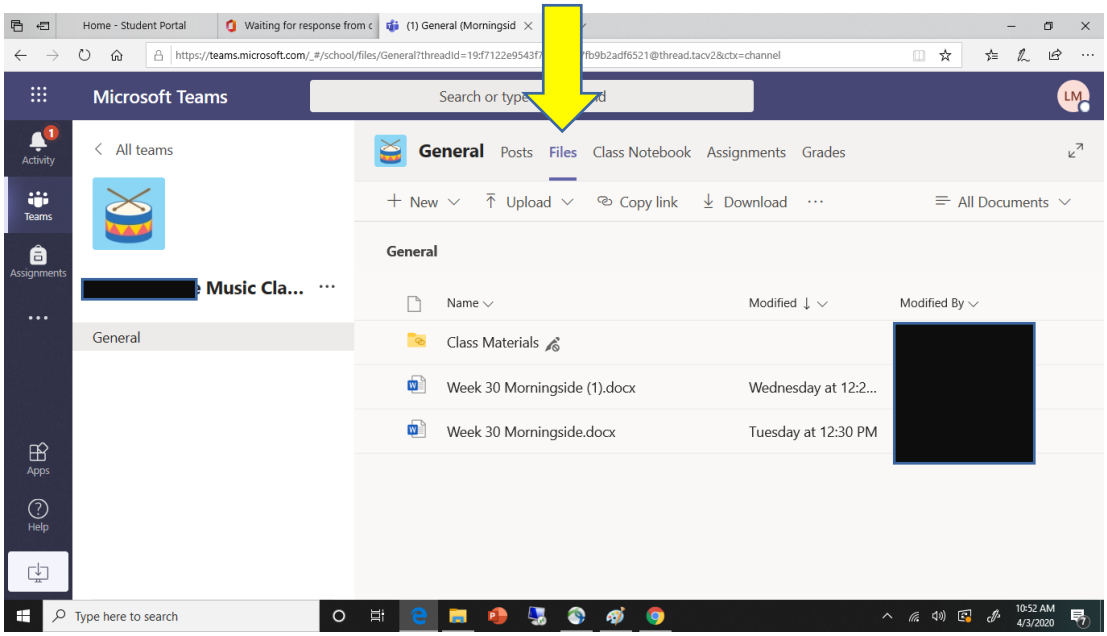
STEP 6

When you are in the class, there are different tabs that you can click on to view:

POSTS



FILES



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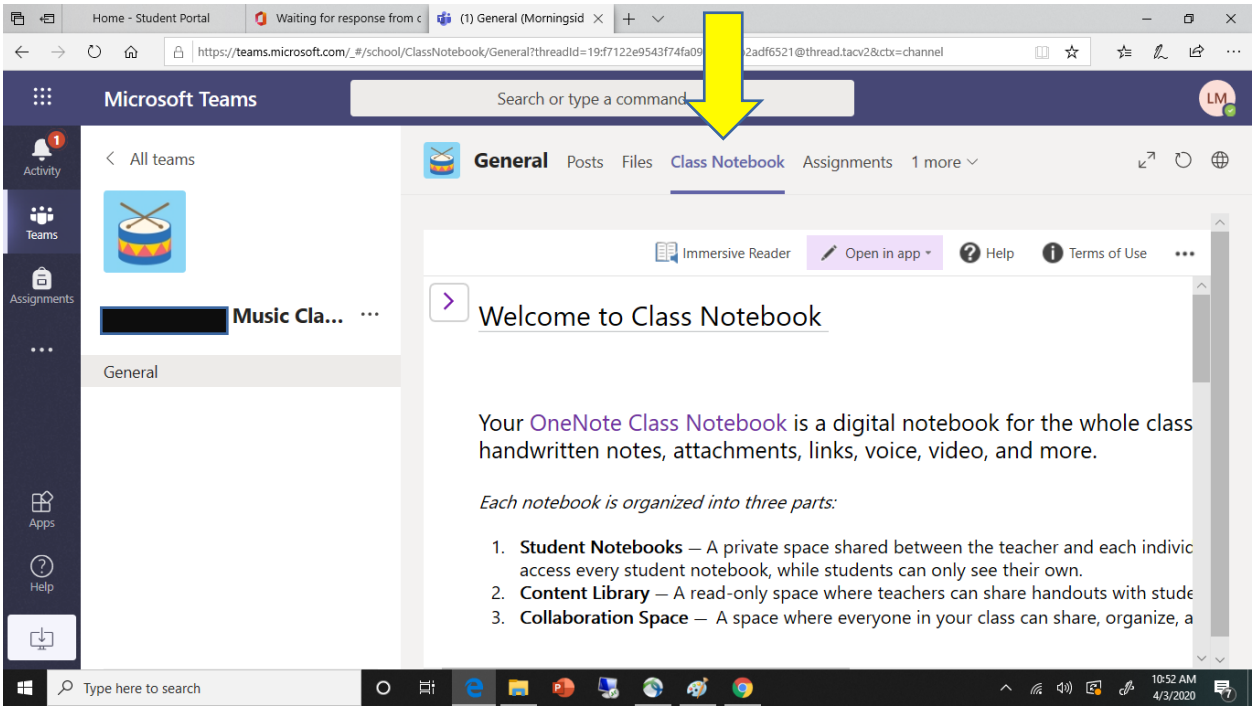
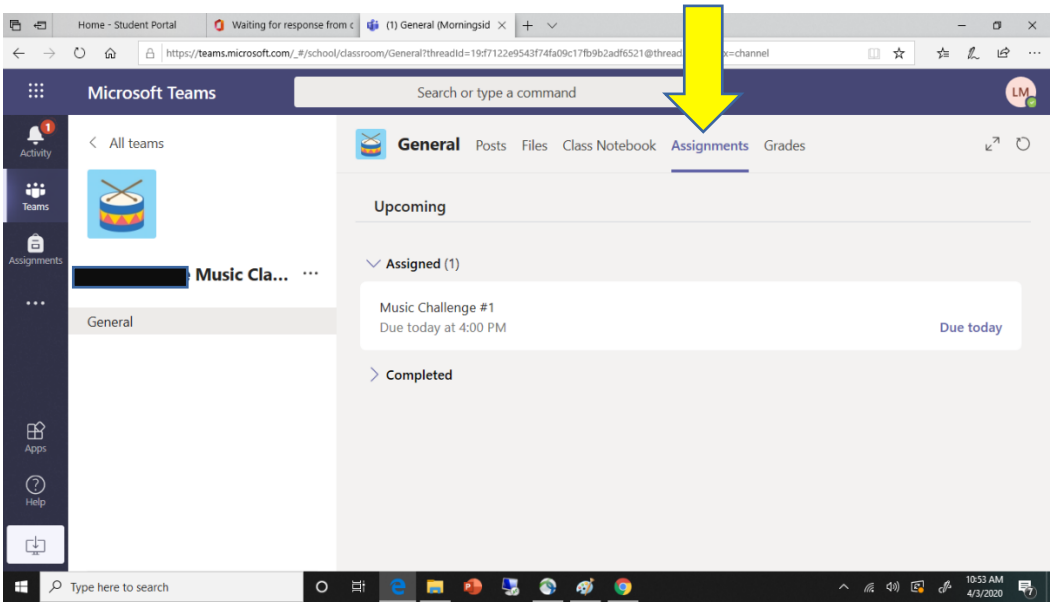
CLASS NOTEBOOK



ASSIGNMENTS



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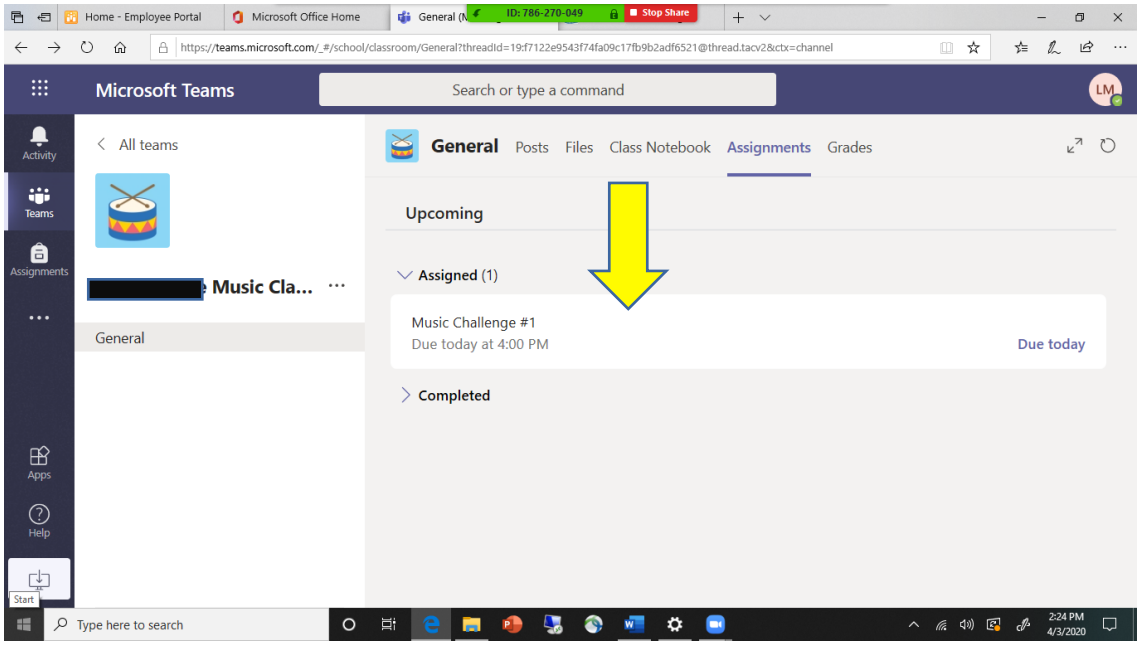
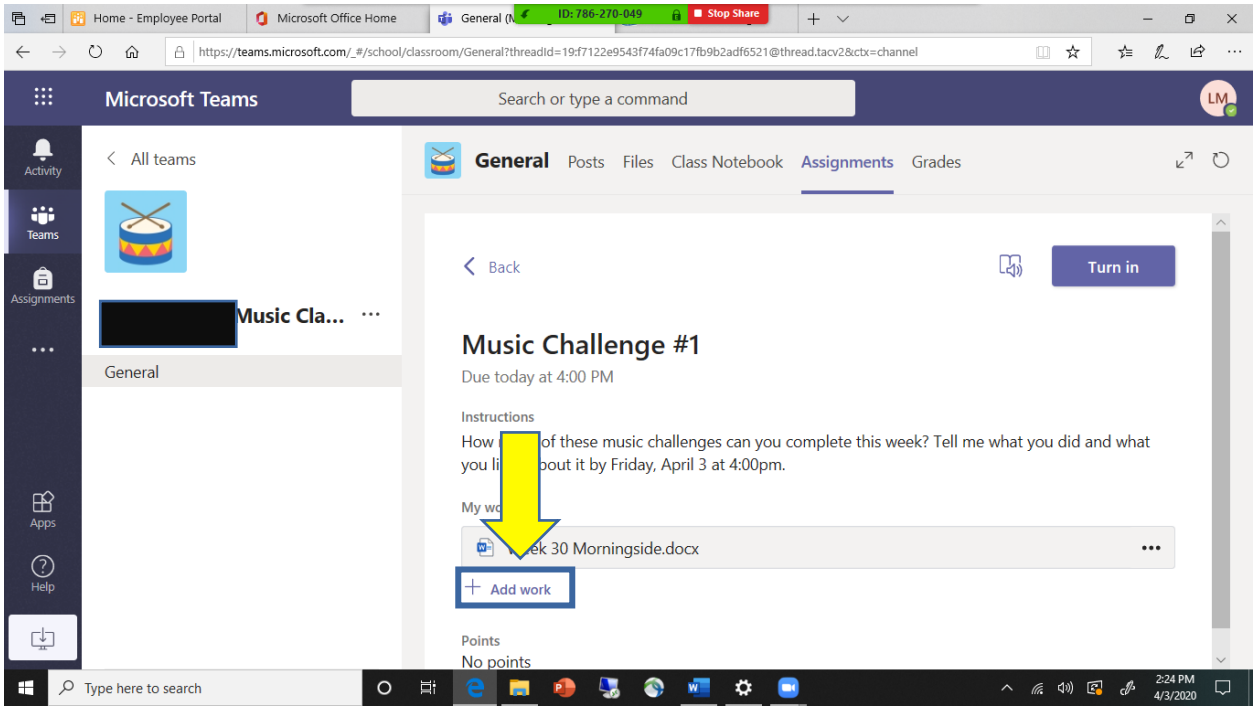
WHEN YOU GO INTO ASSIGNMENTS, CLICK ON ASSIGNED TO VIEW THE INSTRUCTIONS FOR THE ASSIGNMENT.



MICROSOFT TEAMS STEP BY STEP INSTRUCTIONS

WHEN YOU'RE READY TO SUBMIT YOUR WORK, CLICK ON ADD WORK TO UPLOAD THE WORK YOU'VE COMPLETED.



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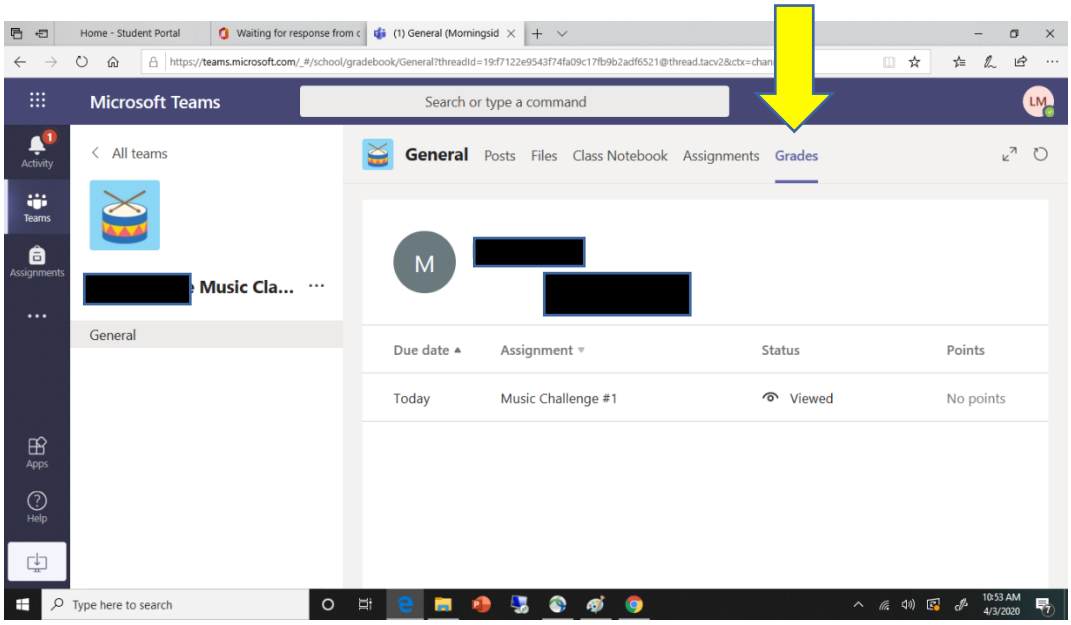
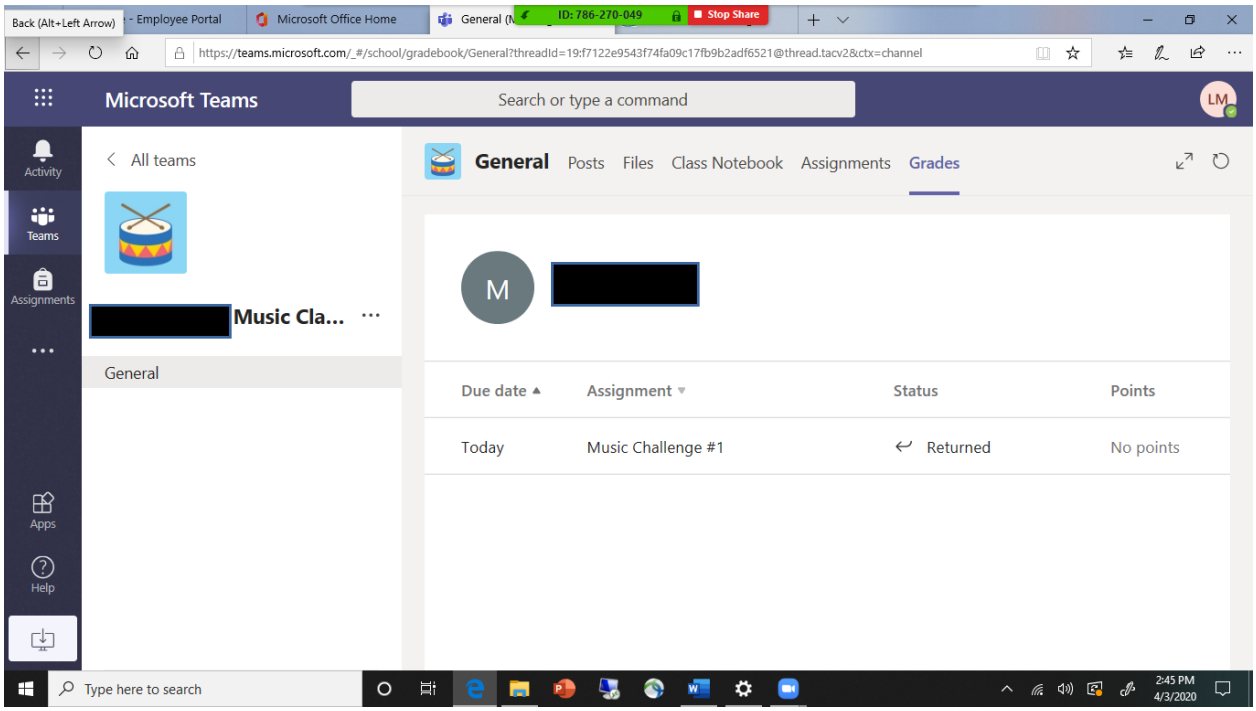
GRADES



The status will change to "Returned" when your child's work has been received and graded.



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Hope these instructions help! If you have any other questions or concerns, please contact your child's teacher.

Created by the Morningside K-8 Academy team.