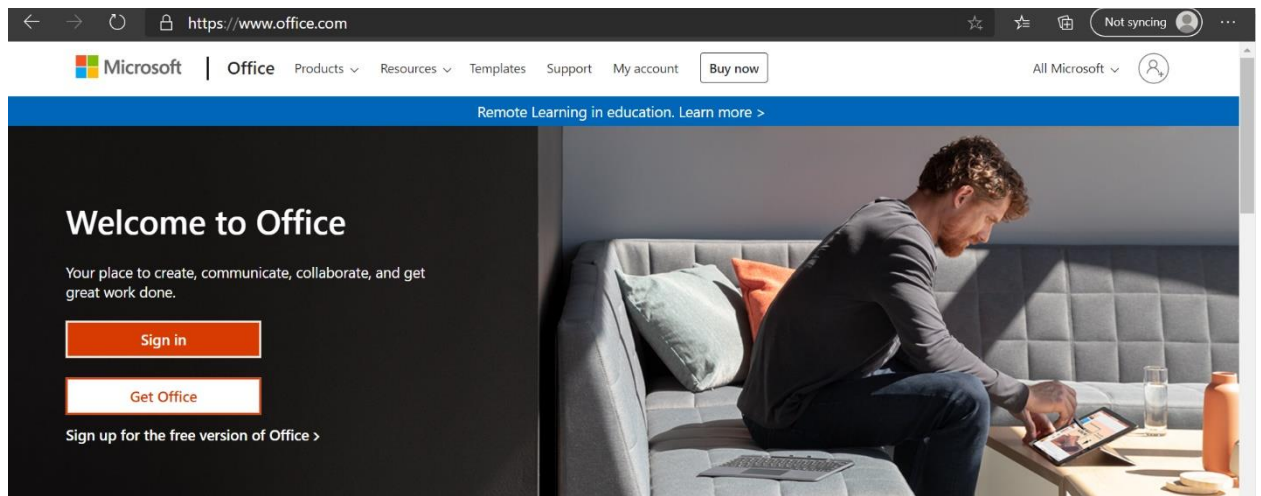
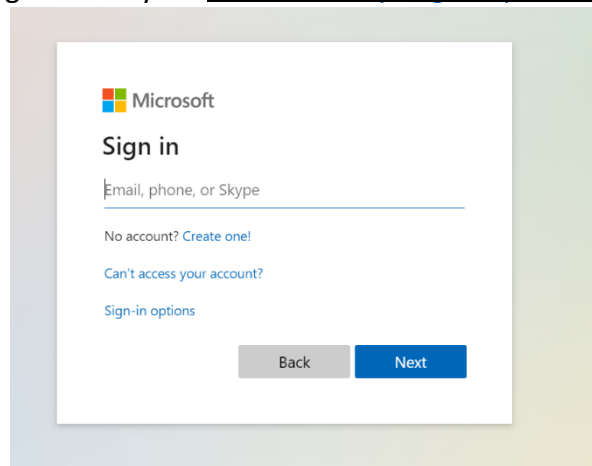


## How to Log into Microsoft Teams and Join a Meeting

1. In the browser type [Office.com](https://www.office.com), click the first or second link then you will end up here



2. Click "Sign in" then sign in with your [StudentID@springfieldpublicschools.com](mailto:StudentID@springfieldpublicschools.com)



3. Then sign in with your password in the following format: SpMMDDYY then select "Sign in"

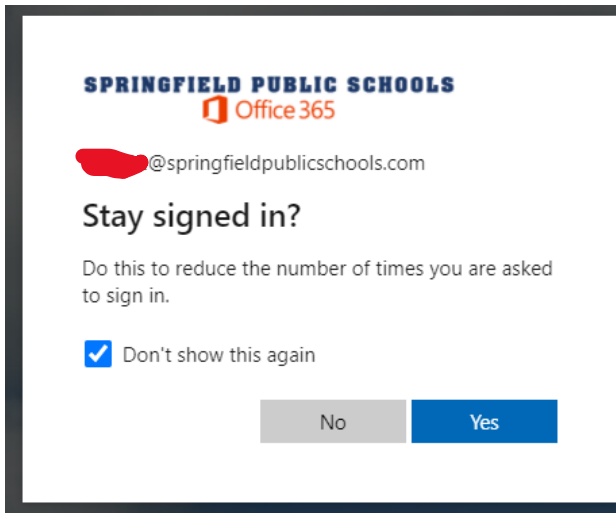
Springfield Public Schools

Sign in with your organizational account

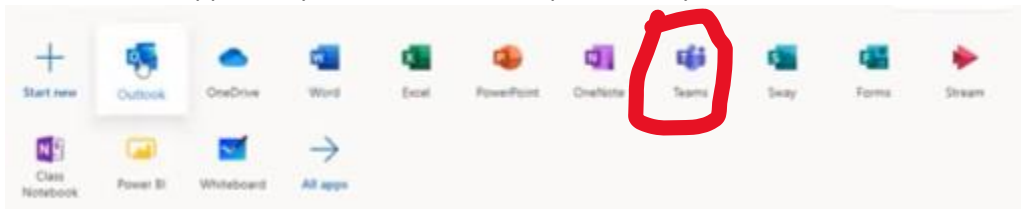
  

Sign in

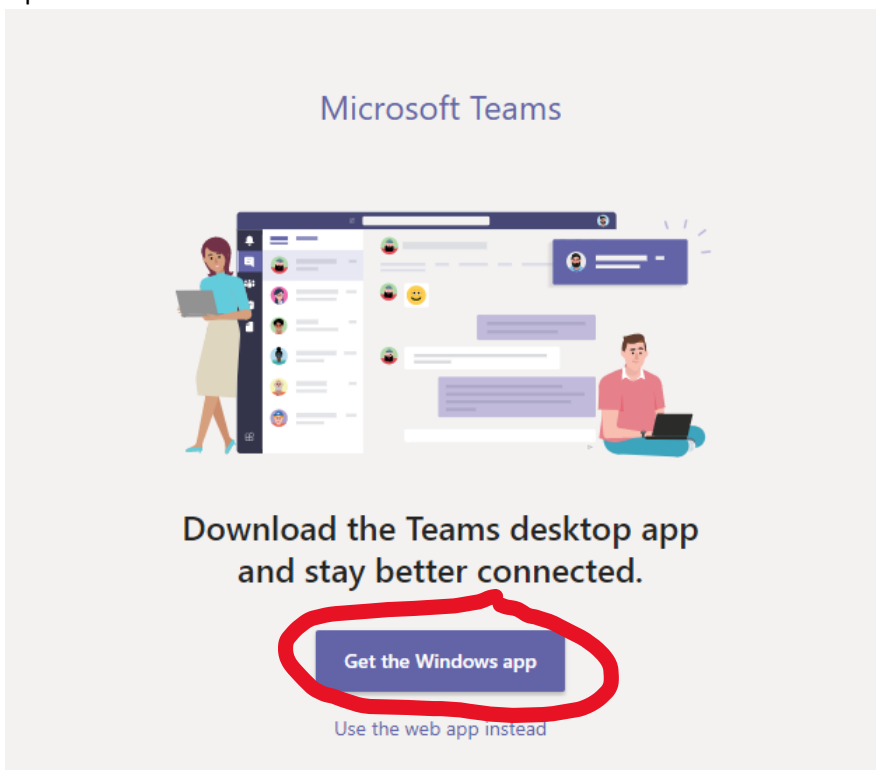
4. Select “Don’t show this again” and select “Yes”



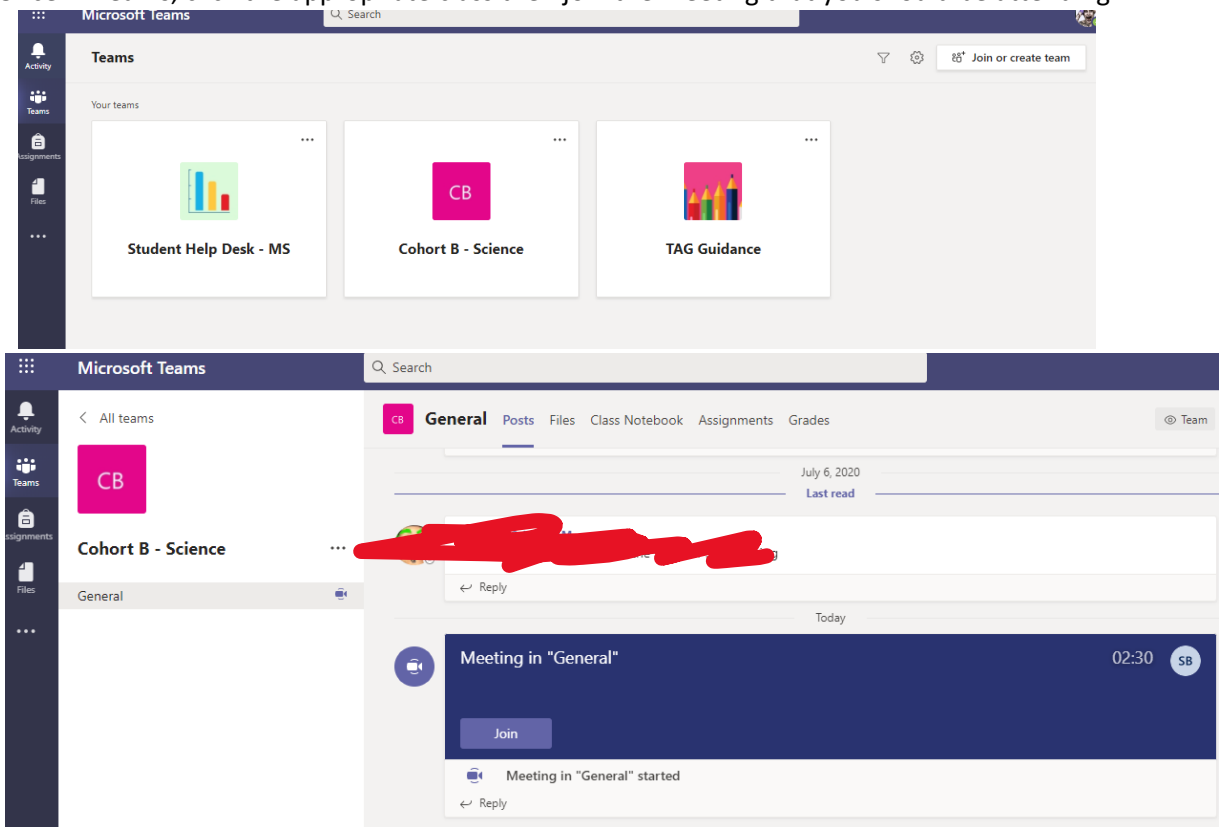
5. Once you have signed into Office 365, you will then go to the Teams icon, this will be either at the top of the page or in the left-hand column. If you do not see it, select “all apps” where you will see all the apps that you have access to alphabetically, locate the Teams icon then select it.



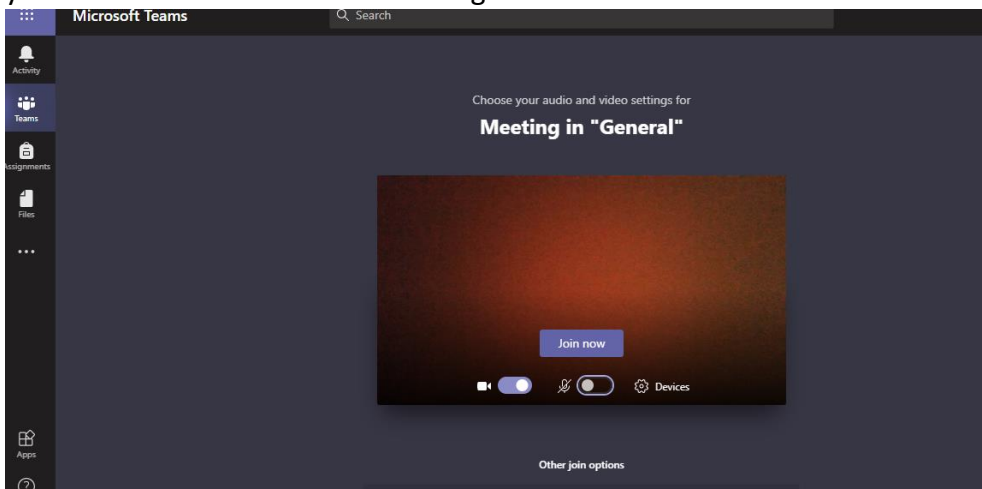
6. Open Teams



7. Select “Get the Windows app” to download it and pin it to your task bar (recommended) or select “Use the web app instead to open it in the browser”.
8. Once in Teams, click the appropriate class then join the meeting that you should be attending.



9. Be sure to turn on your camera and mute your microphone and select “Join now” and you would have entered the meeting.



District General Videos:

English: [https://www.youtube.com/watch?v=9Lp50\\_YRs1U](https://www.youtube.com/watch?v=9Lp50_YRs1U)

Spanish: [https://www.youtube.com/watch?v=7rv7bU7Zp\\_s](https://www.youtube.com/watch?v=7rv7bU7Zp_s)