

## Sign in to Teams

1. Go to <https://login.microsoftonline.com/> and sign in with your school email and password. (MS Teams school email and password login information label located inside Chromebook)

**Username:** (first Initial last initial and last 4 digits of student one app number)

**Example:** John Doe One App#974410364

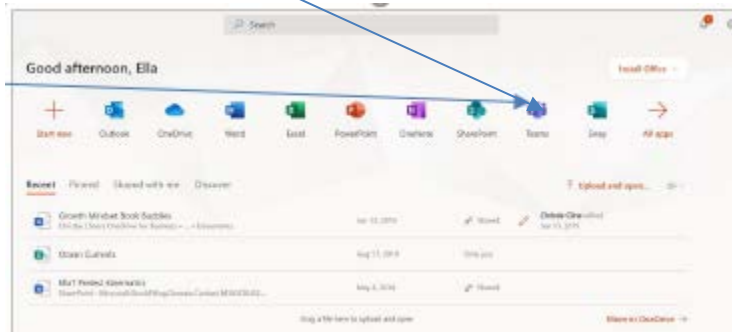


[JD0364@opsb.us](mailto:JD0364@opsb.us)

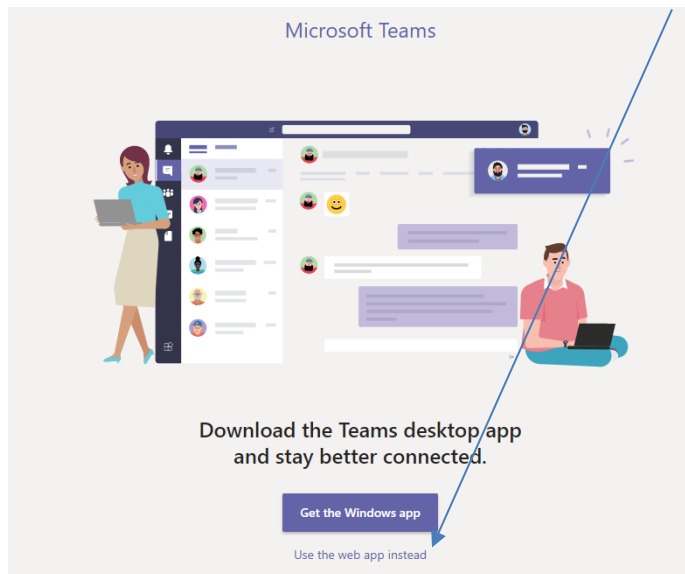
**Password:** Coghill20 (Capital C)

2. From your homepage, click on the **Teams** app to open it right in your browser.

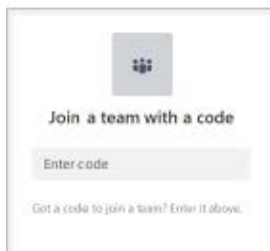
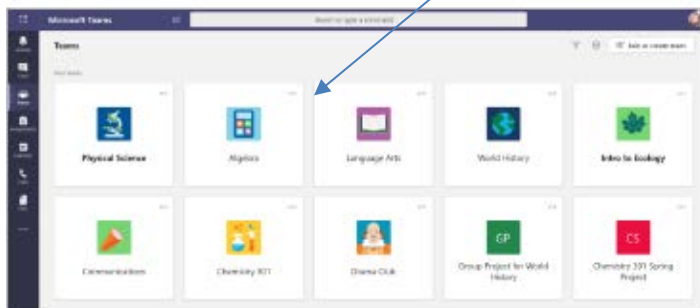
3. Select  Teams to see which class teams you are attending.



**Note: Please click on use the web app instead option.**



4. If your teacher has already set up the class team and added you, you will see one of more (depending on how many classes you have) class team tiles. When you see your class tiles, click on one to start connecting with your teacher and classmates!



**Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)