

# MICROSOFT TEAMS INSTRUCTIONS



## **Step 1:** Go to [Clever.com](https://clever.com) and log in.

The username is your child's six-digit school ID number@yonkerspublicschools.org

The password is your child's 8-digit date of birth. For example, July 19, 2011 should be entered like this: 07192011

**Username:** \_\_\_\_\_@yonkerspublicschools.org

**Password:** \_\_\_\_\_



**Step 2:** Once you are logged into Clever, scroll down and find the section labeled, "Office 365 Platform & Supplemental Programs". Click the Office 365 app. (it's orange).



**Step 3:** A box will pop up that says "First time login to Office 365". Log in to Office 365 using the same username and password as Clever (See Step 1).



**Step 4:** Once you are in Office 365 there is an icon called outlook. This is where you can check your email. You will see that your teacher sent you a link to join your first scheduled meeting on Microsoft Teams. You can join by clicking the blue link that says "Join Microsoft Teams Meeting" at the time of the meeting or see another option in step 5 for how to join.



**Step 5:** Once you are in Office 365 click the Teams icon (it has a T on it) and choose to get the windows app or use the web app instead. Read the posts section to find out the times your teacher has scheduled meetings for the day.

- For example, if your teacher scheduled a meeting on Tuesday, September 8<sup>th</sup> at 9:30, then you must log into Teams at that time.
  - 1. Click the meeting name in the posts section (highlighted in blue).
  - 2. Click the blue link, "Join Microsoft Teams Meeting" at the time of the meeting.
  - 3. A video screen will open and you will now be on video for the meeting once you click the "Join now" button! 😊