**MICROSOFT TEAMS INSTRUCTIONS**



**Step 1: Go to Clever.com and log in by clicking on “Log in with Clever”.**

**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, “Digital Platforms”. 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, click on the Teams icon (it has a T on it).**

**Choose to get the windows app or use the web app instead.**

**Step 5: Then click on the box with the pencils called “Homeroom 3rd Grade – Section 302”. It is our class Team.**

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**Step 6: After you click on our class Team (pencils), you will see a blue box with the word Join in it. Click on “join” to join our TEAM.**

**When you join, you will be in your first scheduled meeting on Microsoft Teams.**

**A video screen will open, and you will be on video for the meeting.**