

Patricia A. DiChiaro School

Follow steps below to access your Microsoft Teams account

FAQ 1: How can I access my e-mail account?

- Log on to <https://portal.office.com/>
- Log in with your student username and password.
 - o Username = 6-digit ID followed by @yonkerspublicschools.org
 - o Password = All passwords have been reset to student birthdays (for example, if you were born on August 27, 2020 your password will be 08272020).

FAQ 2: How can I Install Microsoft Office to my personal computer?

Office 365 is located on Clever under the Virtual Classroom heading.

OR:

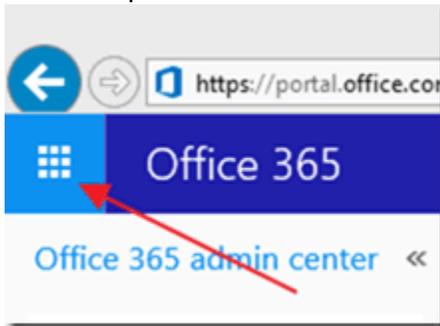
- Log on to <https://portal.office.com>
- Log in with your Student Office 365 Email Username and Password.
 - (Student) Username: 6 digit student ID followed by @yonkerspublicschool.org (e.g. 123456@yonkerspublicschools.org)
 - Password: 8 digit student birthday • Select the install now button

FAQ 3: How can I Install Microsoft Office apps to my mobile devices? (Smart Phone/Tablet)

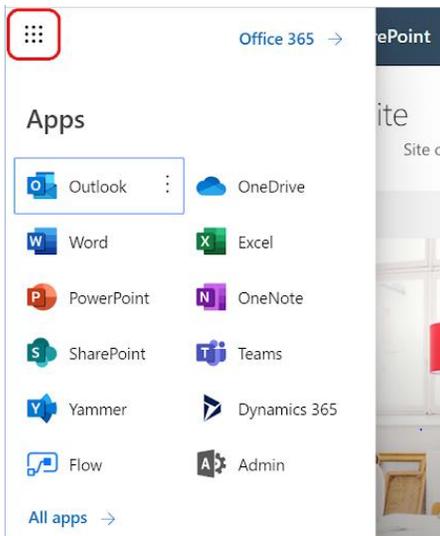
- Download the desired app from the Apple App Store or Google Play Store
- Log in using your office 365 login credentials.
 - o Username = 6-digit ID followed by @yonkerspublicschools.org
 - o Password = 8 digit student birthday

How to Access Microsoft Teams from your Outlook Account

- Log in to your student email using the steps listed above
- On the top left corner of the screen click the waffle icon



- Select Teams



Now you are in Microsoft Teams and are ready to work!