

## How Students Should Find Microsoft TEAMS

1. Login to CLEVER/can be done through Scholastic Academy



2. Find the OFFICE 365 app there:



3. Remember your username is:

id number@yonkerspublicschools.org and your password is your birthday in the format of eight numbers

**example** (June 7, 2005: 06072005)

4. Find the TEAMS app amongst the Microsoft suite of apps:



*Note: For IOS devices, you can also download the apps for Clever and/or Teams from the app store.*