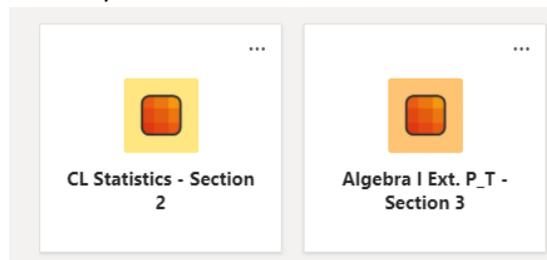


Activating a Team in Microsoft Teams

1. You can get to MS Teams either through the Office365 Portal (portal.office.com) or by downloading the MS Teams app.
2. Log in to MS Teams using your school credentials.
 - a. Username@yonkerspublicschools.org
 - b. Password is the same as the computer.
3. Click on a team you want to activate:



- a.
4. You may see an “ACTIVATE” button on top of the Team, click it!
 5. That’s it, you’re done.