

## **Steps to login to Microsoft Teams**

1. Type login.microsoftonline.com in the browser window
2. Use your cjmschool email address(for example xyz@cjmschool.onmicrosoft.com) in order to login into your account.
3. Click Next.
4. Enter the password that you've been given.
5. If it's your first time signing in you might be asked to change your password.
6. Choose a password that you feel comfortable remembering or write it down and keep it in a safe place.
7. Click on Teams
8. Click on the calendar icon to access the videoconference that your teacher is going to set up for you.
9. In order to get access to your class, visit the calendar to see a listing of all your classes throughout the week.
10. To join a class, click the join button on the calendar the other students who have the webcams

*Click on the links below to understand how to use Microsoft Teams*

<https://www.youtube.com/watch?v=qx8xHpRMFHU>

<https://www.youtube.com/watch?v=KfiT47U-iAo>