1. Go to **office.com** or find the email login link at the bottom of the school website.
2. Login with your **student's** account. Login information will be provided when all new account creation is finished.
3. Once you are logged in, you can access a number of Microsoft office apps from the main **dashboard**, including student email, online versions of Word, Excel, and PowerPoint, as well as teams. Each student also has a license to download a copy of Microsoft Office.
4. If you click the **menu** button, followed by **all apps**, links to the school website and PowerSchool are provided for easy access.
5. Clicking on the Teams icon takes you to the teams site for all your student's classes.
6. On the left, you have Teams navigations, including **Activity**, **Teams**, **Files**, and **Assignments**.
   a. The **activity** button takes you to recent, unread posts from all classes, a quick way to see posts from teachers and other students.
   b. The **Teams** button takes you to a list of all classes your child is currently enrolled in. From here you can navigate through the different parts of each class.
      i. The **conversations tab** is where students can ask the teacher and other students questions and where the teacher can post notifications about the class.
      ii. The **files tab** is where the teacher may upload files necessary for a particular assignment or other items, such as newsletters, syllabi, or calendars.
      iii. The **class notebook tab** takes you to an online notebook for the class, where teachers may post resources such as study guides, handouts, or worksheets. Each class has its own notebook, but only if the teacher has set it up for that class.
      iv. The **assignments tab** is where all assignments for the class are posted. The teacher *may* post grades here, but for the most accurate grade information, always view PowerSchool. This is primarily a place to view assignments and their due dates.
   c. The **Files button** takes you to all available files from all classes, as well as the files stored in the student's OneDrive.
   d. The **Assignments button** takes you to a list of all assignments posted for all classes the student is enrolled in.