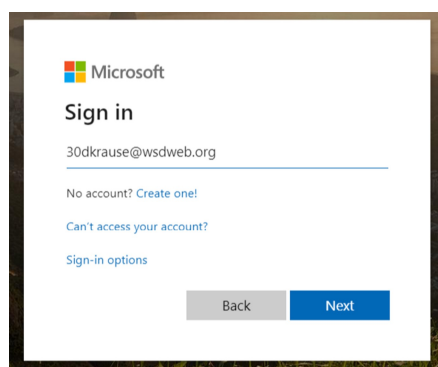


Logging into Office 365 & Teams

Use the directions below to learn how to log into Office 365 and Teams. Click [HERE](#) for a tutorial video intro and overview of Teams and OneNote.

1. Navigate to <http://www.office.com>
2. Click Sign In.
3. Log in with WSD email address - your computer username @wsdweb.org and click "Next".
Ex: 30dkrause@wsdweb.org



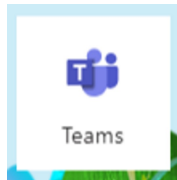
4. Enter your WSD password - the same one you use for the computers at school. Click Sign In.



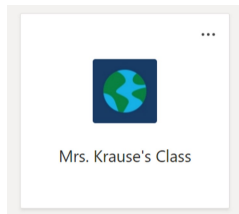
Sign in with your organizational account

Sign in

5. Click the tile that says "Teams" and wait for it to load.

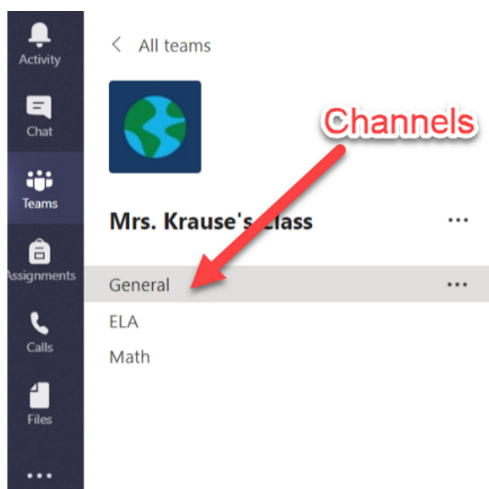


6. Click into your class/teacher Team.

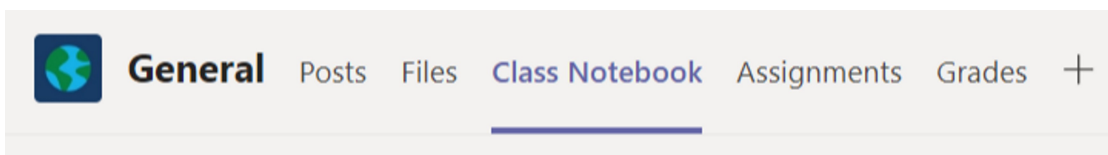


Now you are in your Team.

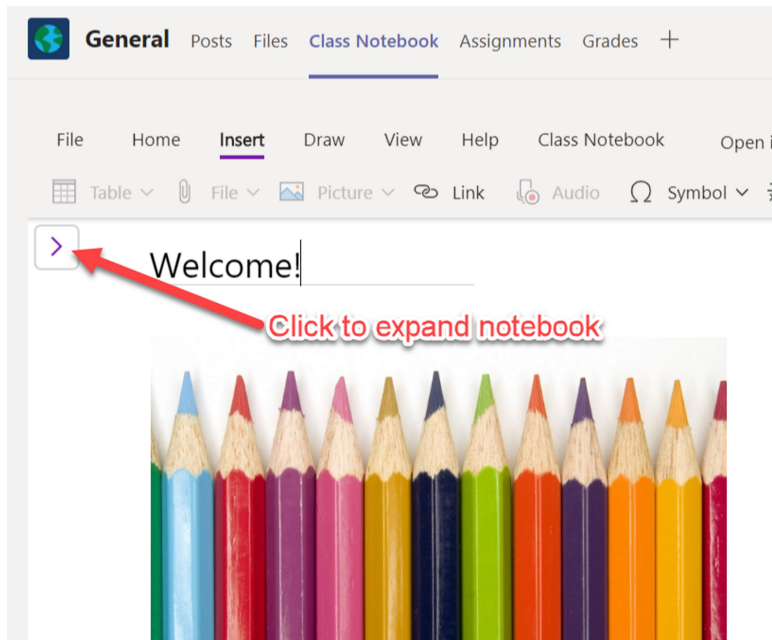
- Each team has Channels where teachers will put information, links, discussion questions, assignments, etc. When there is new content to be seen, the name of the channel turns bold.



- Most teams also have a OneNote Class Notebook. To get to it, click into the General Channel and then click "Class Notebook" from the top menu.



- Once inside the notebook, click the arrow on the top-left to expand the notebook's menu to see the different sections.



- You will then see a section with your name on it. Click into it to see the work from your teacher.

