

## Quick guide to student office 365 accounts

1. Open a web browser and navigate to office.com
2. Sign in with the username and password (at the end of these instructions)
3. Click on the “Teams” icon
4. Go to the “calendar section” of Teams where your previously sent invitation to the class based Teams meeting should already be.
5. Join the meeting and also to make sure they have a microphone and camera available on the device they are using.

### IN CASE OF USING THE TEAMS APP

On most devices a dedicated Teams app is available to download. In many cases this app contains more features than the webpage based version and you may prefer to use an app.

Sign in with the same office 365 username and password (listed at the end of this document).

After that it's a matter of following steps 5 and 6 again but within the app instead.

User name: XXXXXXX@dtstudent.org - please use username provided by the class teacher

STARTING TEMPORARY PASSWORD OF: **Learning123**

*You will be prompted after the first use to change the password to one of your own.*