

Microsoft Teams

Microsoft Teams is a virtual learning platform where students can talk to their teachers, turn in assignments, and work with their peers. Students can talk to and work with their teachers directly on Microsoft Teams. The application also allows class discussion boards, class notebooks, video conferencing, and virtual class meetings. Microsoft Teams is accessible on both computers and mobile devices.

What are my username and password for Microsoft Teams?

All DPSCD students have a unique username and password to access Microsoft Teams. All student usernames are a combination of the Student's Student ID and the email extension: @thedps.org.

Username: studentID@thedps.org

Example: If Aretha Franklin is a DPSCD student with a student ID of 018765, her username would be 018765@thedps.org.

Student passwords are a combination of the initials of the first and last name, birthday, and a gender code. The formula to re-create your Student's password is:

First letter of first name in upper case

First letter of last name in lower case

2-digit month of birth

2-digit year of birth

01 (male) or 02 (female)

For example: If Aretha Franklin's birthday is March 25, 1998, her password and password would be Af039802.

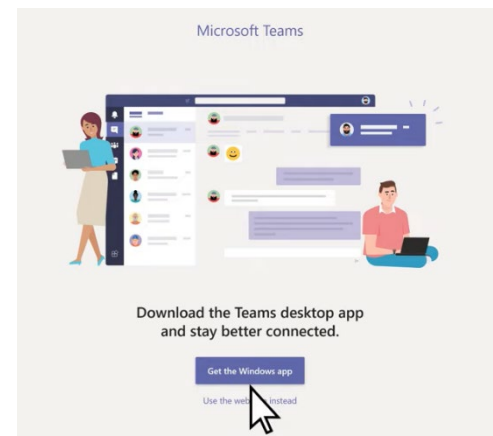
Accessing Microsoft Teams on your laptop/desktop (option 1)

1. Open your Google Chrome  browser.

2. In the browser bar type **teams.microsoft.com** and hit the Enter key.

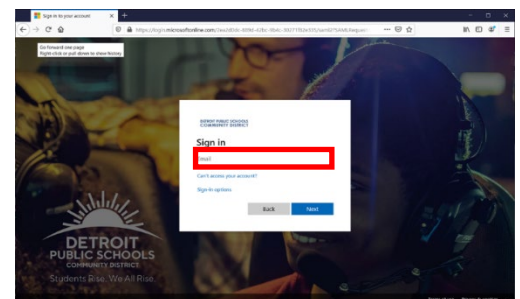


3. When you access Microsoft Teams for the first time, this is the window that you will see:

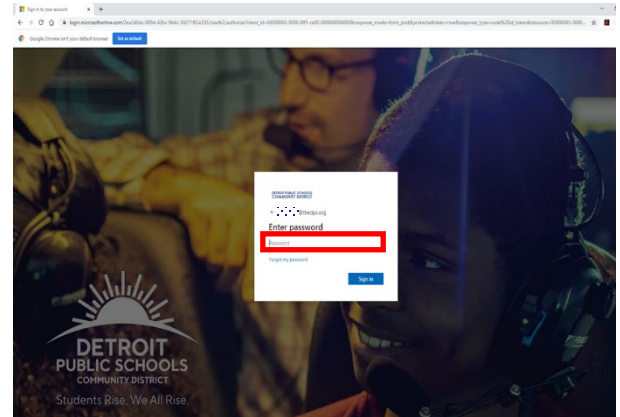


4. Your Student has the option of downloading the Microsoft Teams app to their laptop/tablet/desktop, or using the web instead. In school, your Student would have this application downloaded to their laptop. However, if your device does not have enough memory, the web app will work too.

5. Once the application has downloaded or you have accessed the web app, you will need to sign in. Microsoft Teams will ask you to use your Microsoft Account to login. Your Student's DPSCD account is a Microsoft account. Please enter Student username (that you have written down above) on this page where it says "Email" and click "NEXT".



- The next step is to enter in your Student's password (that you have written down above) in the "password" field and then click "SIGN IN".



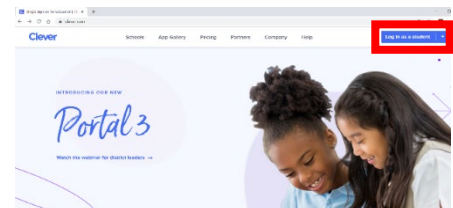
Accessing Microsoft Teams through Clever.com on your laptop/desktop (option 2)

- Open a Google Chrome  browser.

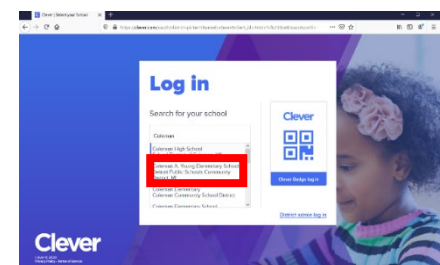
- In the browser bar type Clever.com and hit the Enter key. 



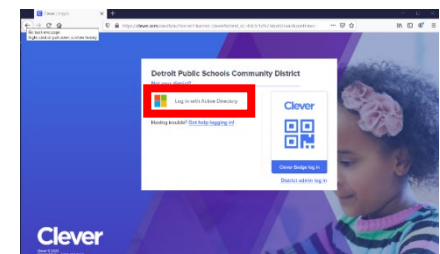
- Once you have hit the enter key, you will be directed to the Clever home page where you will select "LOG IN AS STUDENT" on the upper right-hand corner of your computer screen.



- After selecting "LOG IN AS STUDENT", the Clever website will direct you to the Student Log In Page. In the Clever Log In box, you will type in your Student's school name, until the School's name is listed. Select your Student's school name.

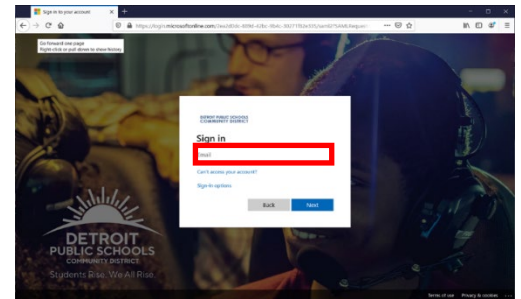


- With your Student's username and password, you will access Clever by selecting "LOG IN WITH ACTIVE DIRECTORY".

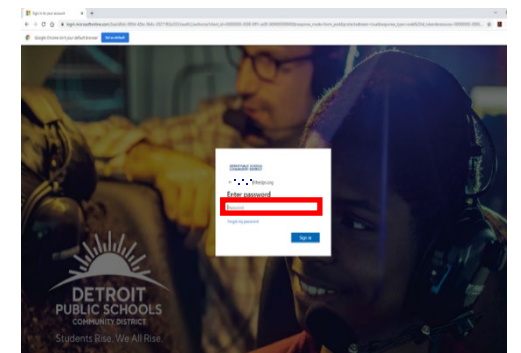


Students Rise. We All Rise.

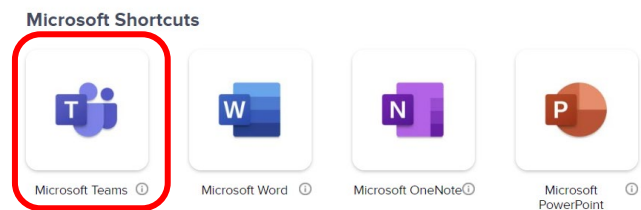
- Once you click **“LOG IN WITH ACTIVE DIRECTORY”** you will be directed to the sign in page. Please enter Student username (that you have written down from above).



- The next step is to enter in your Student’s password (that you have written down from above) in the “password” field and then click **“SIGN IN”**.



- Once you have logged into Clever, locate the Microsoft Teams tile. Click on the tile to open Microsoft Teams. The first time that you access Microsoft Teams, the application will ask you to log in one more time. Depending on your device’s settings, it will remember your Student’s username and password and you should not have to login again.



Microsoft Teams - Basic Quick Reference Guide

Access Microsoft Teams on your mobile device

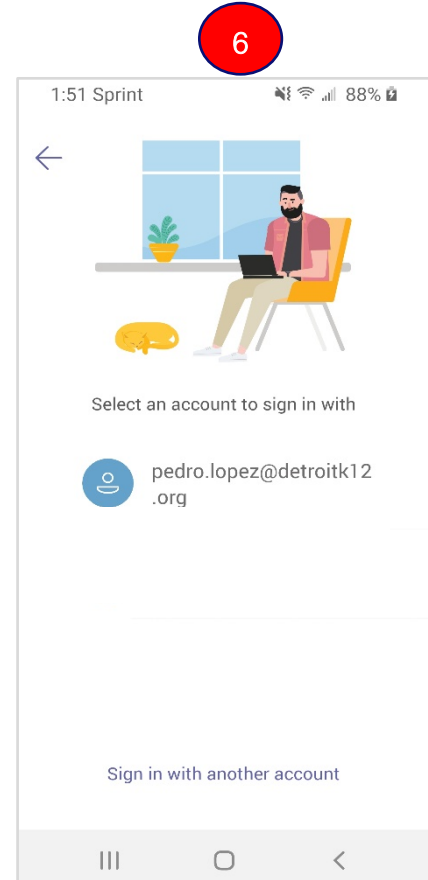
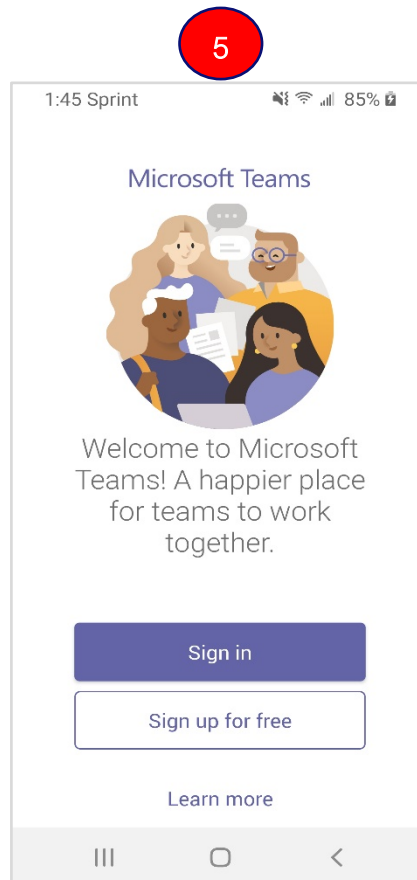
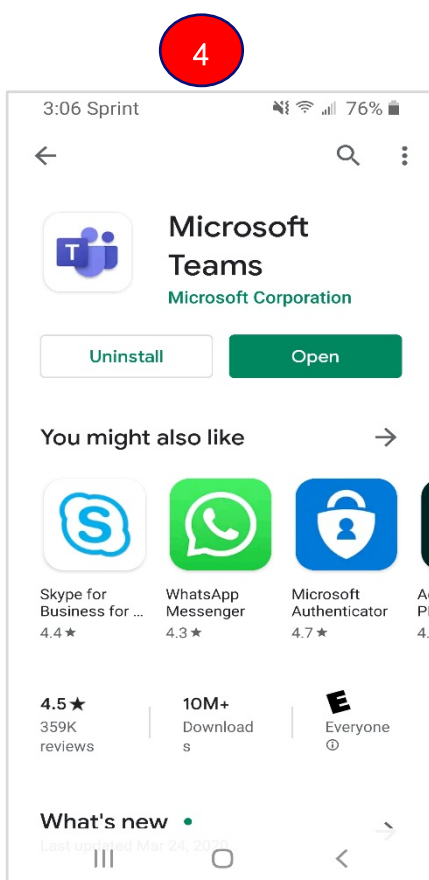
1. For all mobile devices, you will need to visit your app store to download Microsoft Teams.
 - Android Phones: Go to **Google Play**
 - iPhone: Go to **App Store**
2. Select the app to click **Install** for your device.
3. Wait for app to download.
4. Click **Open**
5. Click **Sign in**
6. Enter your district email address.



Android



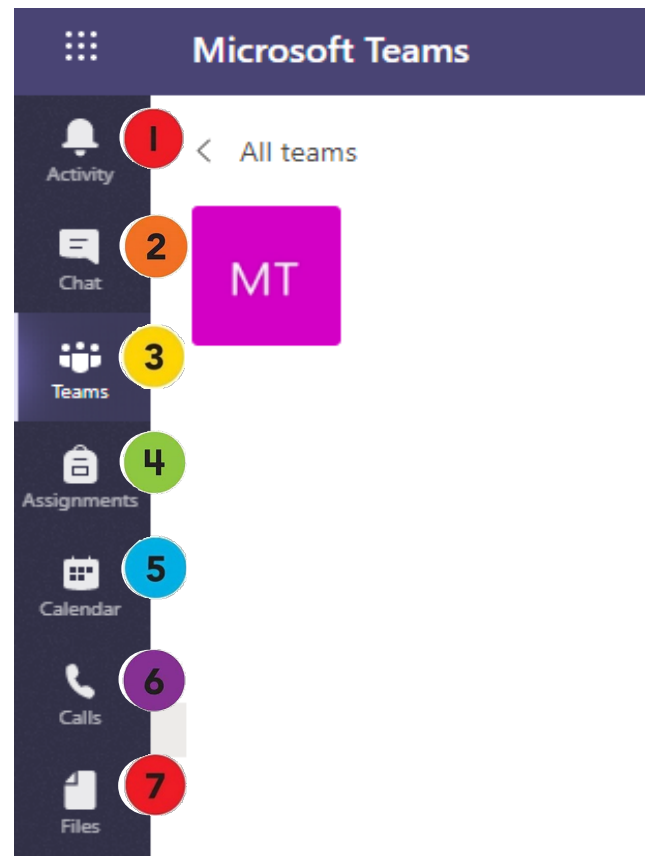
iPhone



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Navigate in Microsoft Teams App Bar

1. **Activity** - where you'll find at mentions, replies and other notifications.
2. **Chat** – where you'll view your recent one on one or group chats and your contacts list.
3. **Teams** –displays all the Teams where you have been given assigned to by your teacher.
4. **Assignments** – where you can access old and new assignments given to you by your teacher in Teams.
5. **Calendar** – you can use your calendar to track due dates for your assignments and check-ins with your teacher.
6. **Calls** – display a list of calls that you have had with your teacher and your classmates.
7. **Files** – any documents or files that you create using Teams are automatically saved by Teams.



Join a Teams Meeting

In a Teams meeting invite, you have two choices:

- Join Microsoft Teams Meeting From A Direct Meeting Request: When your teacher calls you, you will hear the teams call notification ringer and see a window with their name. The 3 options for call are:
 - The video camera button enters the meeting with your camera on.
 - The phone button connects you to the meeting using your voice only.
 - The Red hang up button ignores the chat request from the teacher.
- Join a Microsoft Teams Meeting Directly from your Teams Calendar.
 - Click on the calendar button found along the left app bar (#5 above)
 - Click for the meeting that is scheduled for today and then click the join button at the top right of the invitation.

