ACCESSING MICROSOFT TEAMS

Instructions

Login to Teams Through Browser

1. Navigate to the chrome browser address bar and impute the following address: https://login.microsoftonline.com/
2. Locate the sign in option and insert your school given email address into the ID section. Example: john.doe@parkhurst.org. Then follow the instructions and enter your password.

   Note- If you do not remember your password or forget it, do not select the reset password option. Immediately contact Parkhurst IT department to rest your information (itsupport@parkhurst.org).

3. Once you have logged into your 365 Microsoft account, you will see a group of dots in the upper left-hand of the 365-dashboard page. Click the mouse over the group of dots, select the Teams app.

Once you have logged into the web version, you have the option to download the app to your desktop on your computer. Teams main dashboard page has a download app option on the bottom left under the help icon.

Login into Teams through the Teams App

1. Locate the Teams app on your desktop and double click on the app.
2. Enter your Teams app ID and password