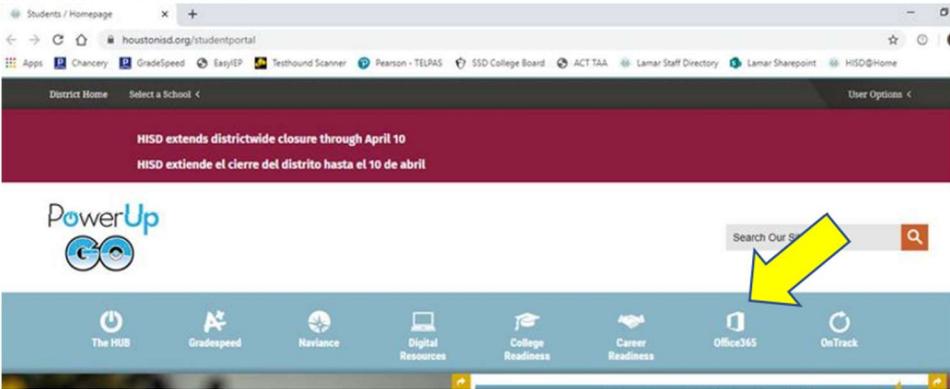
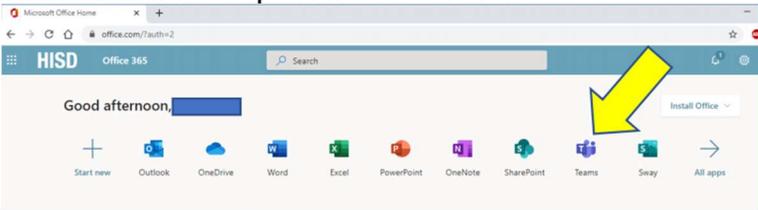
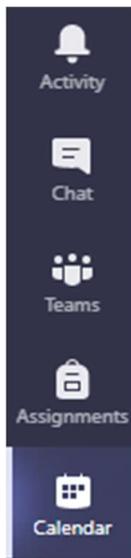


Accessing Microsoft Teams from Home

A Quick Guide on how to access Teams for online tutoring

	<p>Go to the Houston ISD Student Portal at https://www.houstonisd.org/studentportal and click on the Office 365 icon:</p> 
	<p>Log into the HISD Sign On page with your HISD email password. Username: SXXXXXXXXX@online.houstonisd.org <i>#X's represent your ID Number</i> Password: MMDDYYYY <i>8 digit birthday</i></p> 
	<p>Click on Teams to open Microsoft Teams</p> 
	<p>Select <u>Use the web app instead</u></p> 

Using Microsoft Teams



<p>This tab summarizes your classes activity. New assignments and messages from your classes will be posted here. Use this tab to stay up to date.</p>
<p>Access Direct and group Messaging through this tab. Message other students and teachers. (For contacting your teachers, make sure you use their preferred method of communication)</p>
<p>Teams tab displays all the classes you are currently enrolled in. Get access your teacher's online class by selecting a "team". You will be able to view the general chat, voice channels, calendars, and files your teacher might post through here.</p>
<p>For online assignments, please use the HUB https://houston.itslearning.com/</p>
<p>Easiest way to see upcoming online meetings. Don't miss an online session and keep track of your schedule using the Calendar tab.</p>