

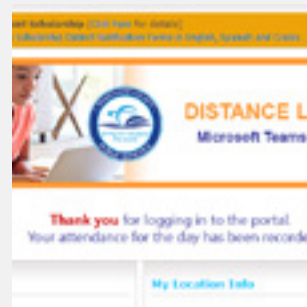
Microsoft Teams

A student's Guide to Accessing Assignments in 10 Steps



STEP #1

Go to www.dadeschools.net and log into your student portal using your student id and password



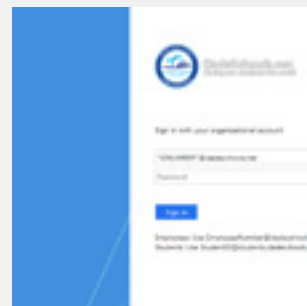
STEP #2

Once you have logged into the portal your attendance will be recorded for the day.



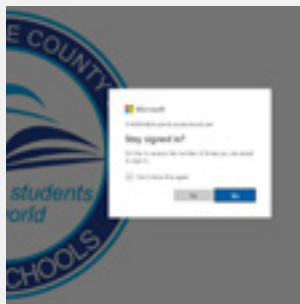
STEP #3

To access "Microsoft Teams" click on the "Office 365" icon.



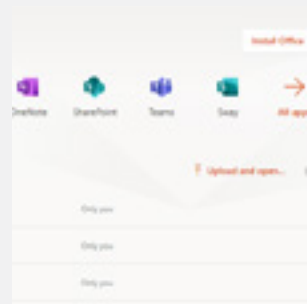
STEP #4

When prompted to log into "Office 365" enter your idnumber@dadeschools.net and the same password used to access your student portal.



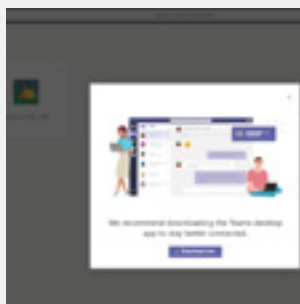
STEP #5

Select "Yes" to reduce the number of times that you are required to log-in if using your PERSONAL computer. Select "NO" if using a PUBLIC computer.



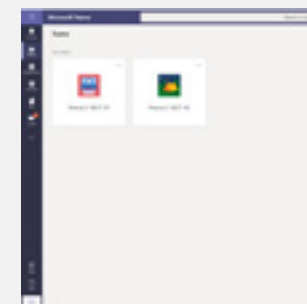
STEP #6

Select "Teams" icon. You may be prompted to confirm your username and password again.



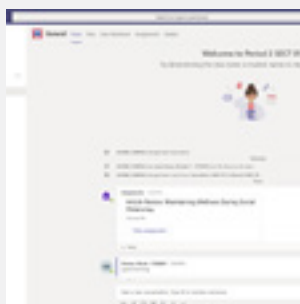
STEP #7

You have successfully logged into "Microsoft Teams." Download the application to your PERSONAL computer or click the "X" to close the popup window.



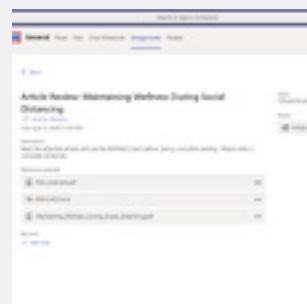
STEP #8

Select a class to view the assignments.



STEP #9

Click "Assignments" at the Top-Center of the screen.



STEP #10

This screen will allow you to access all of the materials associated with the assignment and submit it to your teacher to be graded.

More resources can be found at: Resources:

YouTube | <https://www.youtube.com/watch?v=2zB2jiCxxuQ>

Microsost | <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>