Accessing Microsoft Teams

We are venturing into a space where there are a lot of factors in using a new system and we expect there may be challenges along the way. As many of you know, there are many differences in how technology devices work so we are attempting to provide a solution we anticipate will work for most, but we also understand it may not work for all.

We appreciate everyone's patience and cooperation as we identify the best method for students to participate using Microsoft Teams and request you please email dhvirtuallearning2020@dhschools.org when problems arise. This will be the most effective route to get assistance. Thank you!

Accessing Microsoft Teams

1. **Mobile App** - If you have a mobile device (cell phone, iPad, etc.), first attempt to download and use the Microsoft Teams application available from the Apple App Store or Google Play.

   Note: Unless otherwise approved, all high school students should be using their school issued iPad and the Microsoft Teams iOS app.
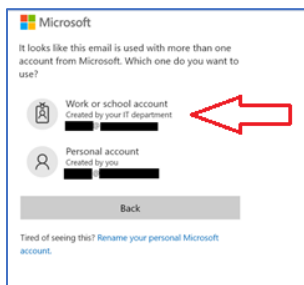

2. **Web Browser** – There are known issues with other browsers, so we recommend students use the latest version of **Microsoft Edge (Chromium Based)** or **Google Chrome** if they do not have access to the mobile app. These 2 browsers are noted by Microsoft to be fully supported by Microsoft Teams.

Logging in to Microsoft Teams

1. **Mobile App** – When launching the app, you will be prompted to login, please use your school email address and password.

2. **Web Browser** – Complete the following steps to access and login using a supported browser above.

   a. Access https://outlook.office.com – There are other URLs that can be used to access Office 365 apps but this one will direct the student to their email inbox in Outlook which is a location they are likely familiar with.

   b. Login using your school email address (student.name@k12.dhschools.org) and password.

   Note: If prompted at any time with a screen that looks like the following, the student should select "Work or school account"

   c. Once logged in, your inbox will display. From there, click the tile menu (⠿) in the upper left and select "Teams"

   d. Once successfully connected, the Microsoft Teams screen will display. From here the student's teacher will provide further expectations for the usage of this application for the class.