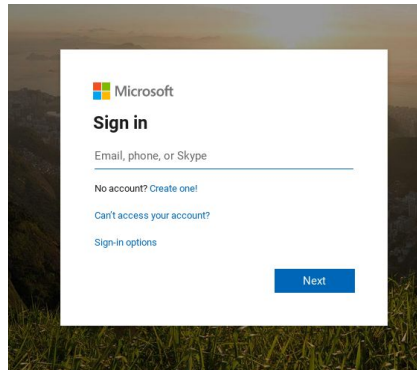


Student Access to Microsoft Teams

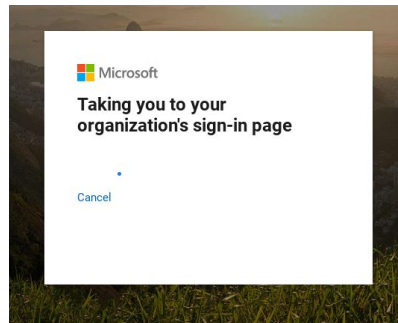
Students can get into MS Teams in different ways. Hopefully this helps, whenever you start working with students.

MS Teams Direct Sign-in - Using a CCS Chromebook

1. Go to <https://teams.microsoft.com/>
2. Sign in with CCS credentials. Make sure to use @cabarrus.k12.nc.us at the end of the username. Click the blue NEXT button.



3. You will see a redirect screen, pictured below:



4. The screen will change, asking if you want to stay signed in.



Click Yes to keep MS Teams signed in, and decrease login steps later.

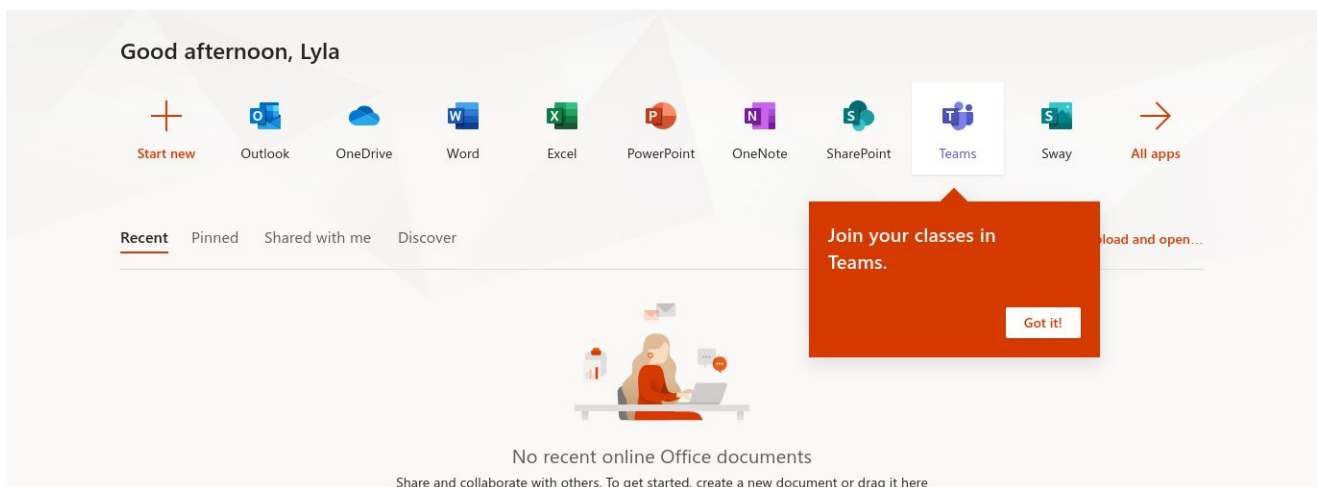
Click No if you want to be prompted to sign in each time you access MS Teams.

5. Students will be redirected to the MS Teams dashboard.

Student Access to Microsoft Teams

Signing into Microsoft Online Portal - Using a CCS Chromebook

1. Go to portal.office.com
2. Portal images will look similar to the above, and you will use CCS credentials to login.
3. When using a chromebook, signing into CCS tools gets much easier.
4. This process will take you to your Office 365 dashboard, where you see all of the Office 365 tools



5. Find the MS Teams icon on the right side
6. IF your teacher has set up a class, or a TEAM, you will see the orange box shown above.
7. This will be redirected to the MS Teams dashboard.