Microsoft Teams Tip Sheet

Accessing Office365 & Teams:
On an OPS provided device-Find the Office365 icon on the desktop or on any other device, type in “login.microsoftonline.com” in the address bar in the browser OR you can also scan this QR code

How to Login to Office 365/Teams:
Use the student email address and their student ID# for the password.
Your student’s email address is created by the following standards:

1. The first letter is an S for all students.
2. Then the first 5 letters of the student’s last name, if the last name doesn't have 5 letters, use the letter X for each of the missing 5 letters, ex. Mayxx.
3. Then use the first letter of the students first name.
4. Now add the last 3 numbers of their student ID#.
5. Follow this up with @ops.org.  
For example, SjohnsM510@ops.org

Accessing Teams
In Office365, click on the Teams icon.

How to find Assignments in Teams:
Using the icon menu on the left side of the Teams App, click on the Assignment icon. Then Choose your Class from the drop down list. If there is an assignment for that class, it will show up there.

OR, you can go into the specific team and then click on the Assignments tab.

Students will be able to then access the assignment and submit it there when they have completed it.

How to Join an Online Class
Using the icon menu on the left side of the Teams App, click on Calendar and then click the “Join” button on the class meeting you will be joining.
Online Learning Tip Sheet

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