STUDENT GUIDE TO ACCESSING TEAMS FROM A PHONE OR TABLET

When setting up your phone for Teams (or access to Office 365) there are a couple options you can use to Access Teams on your device. The first way is through the Library website and the second is through the app. Depending on your device, one option may work better than the other. Downloading the app on your phone will also alert you every time there is a change in your classroom Team.

OPTION ONE:

1. On your phone or tablet, open your browser, we recommend **Google Chrome**. Teams runs the smoothest when using Chrome.
2. Type Spanish Springs High School Hefner to take you to the library site. SSHS Library Website
3. Why you should use the library site*** What we have found working with thousands of students over the past couple years is it is best to use the Spanish Springs High School Library website because it takes you directly to our district login for Microsoft. Using Microsoft itself doesn't always recognize you.

1. Click on **Student Apps**. Library Student Apps
2. Next click Office 365 Login. **Scroll down** to the Orange button and click access.

Access Office 365

3. Enter your full school identity which is your studentIDnumber@washoeschools.org followed by the password you use at school to log into any computer. **It is critical you use your entire school email address including the washoeschools.org or it may/will not let you enter the site.**

4. Once you are in, open applications by clicking on the Waffle OneDrive. **You have full access to Teams, Word, PowerPoint plus many other applications from there and your documents will get saved to the OneDrive.**

OPTION TWO:

1. **Go to your phone's app store.**
2. **Search for Microsoft Teams. Click on Install Microsoft Teams (it is free).**
3. **Load the app.**
4. **Login using your full email credential studentIDnumber@washoeschools.org**

If you are having issues logging into your Office 365 account from home, please email me at ehefner@washoeschools.net and we can trouble shoot together.