

## Accessing Teams at Home Using a School Device

Open Google Chrome or Microsoft Edge and go to [portal.office.com](https://portal.office.com).

You will be prompted to put in an email address.

Student email addresses are:

[lastname-firstname@gstboces.org](mailto:lastname-firstname@gstboces.org)



Sign in

Email, phone, or Skype

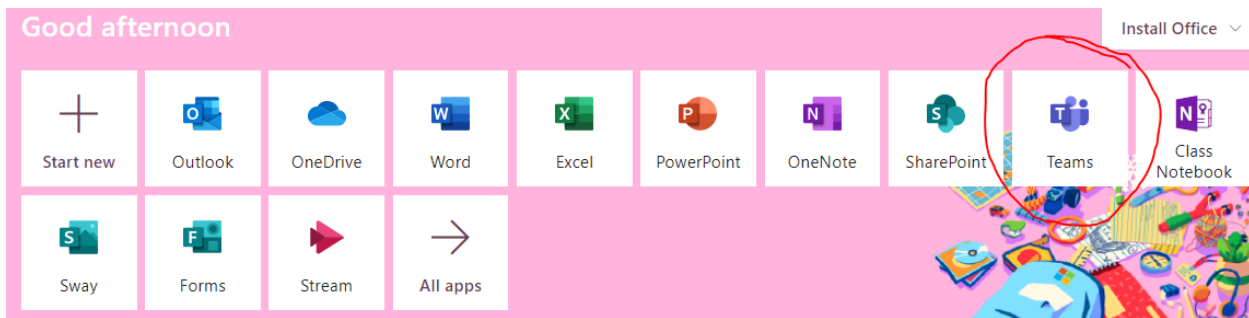
No account? [Create one!](#)

[Can't access your account?](#)

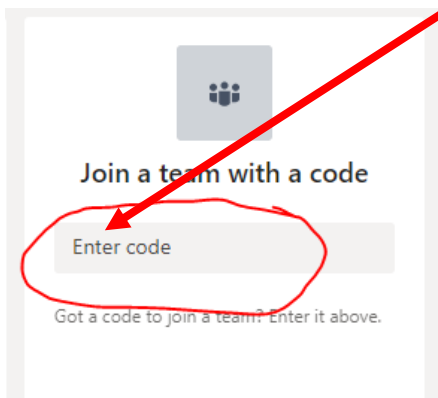
[Sign-in options](#)

Next

You will then be logged in to your child's Office 365 Homepage. You can access all Microsoft Apps here, so to open teams simply click on the **TEAMS** app.

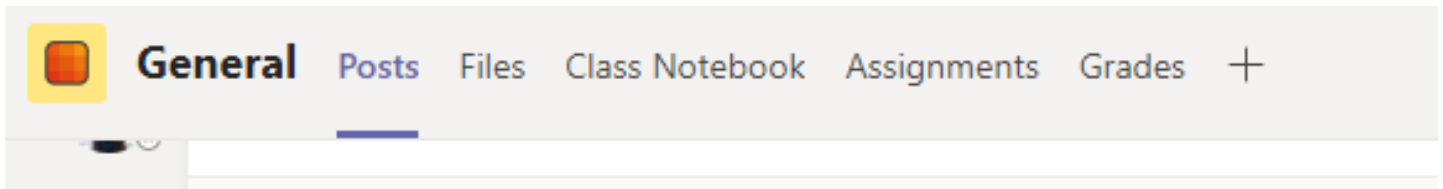


Once you click on TEAMS a new window will open and you will be prompted to either join a team or create a team. You will click **JOIN A TEAM WITH A CODE.**



Here is where you will type the code that your student's teacher has provided. You will now be a member of the team and can communicate!

Once you are in the TEAM you will be able to access anything that your child's teacher provides. These are the sections in the team:



**Posts** is a conversation section where you can post questions, etc. to communicate with your child's teacher.

**Files** is where your child's teacher will likely post anything he/she would like them to be able to access and use for reference.

**Assignments** is where your child's teacher will post anything he/she would like your child to complete and return.

**Grades** is just that—your child's scores for each assignment completed.