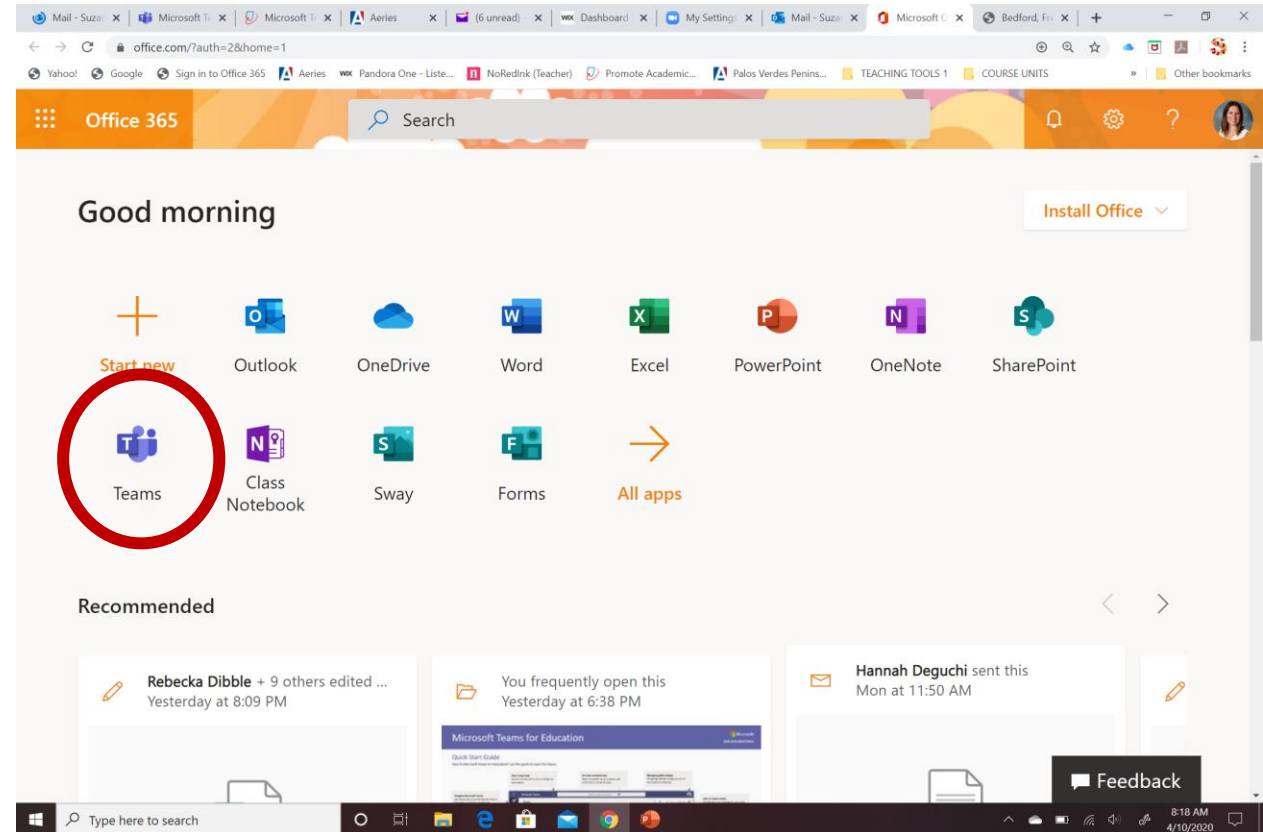# HOW TO USE TEAMS

HOW TO USE TEAMS

- LOGON TO OFFICE 365 USING YOUR STUDENTID@PVPUSD.NET AND YOUR OFFICE 365 PASSWORD.

  - IF YOU NEVER CHANGED YOUR OFFICE365 PASSWORD IT SHOULD BE YOUR 6 DIGIT BIRTHDATE **MMDDYY** (YY = LAST TWO DIGITS OF THE YEAR).

  - IF YOU HAVE NEVER LOGGED ON AT ANY PV SCHOOL, I BELIEVE THESE ACCOUNTS WOULD NOT BE ACTIVATED. IF YOU NEED TO BE ACTIVATED OR HAVE FORGOTTEN YOUR PASSWORD, YOU CAN SEND A REQUEST TO HELPDESK@PVPUSD.NET YOU WILL NEED TO GIVE THEM YOUR NAME AND STUDENT ID.

HOW TO USE TEAMS

- ONCE YOU LOGON TO OFFICE 365, YOU SHOULD SEE ALL OF THE APPS AVAILABLE TO YOU. THE SCHOOL DISTRICT ALLOWS YOU TO DOWNLOAD THESE TO YOUR COMPUTER FOR FREE.
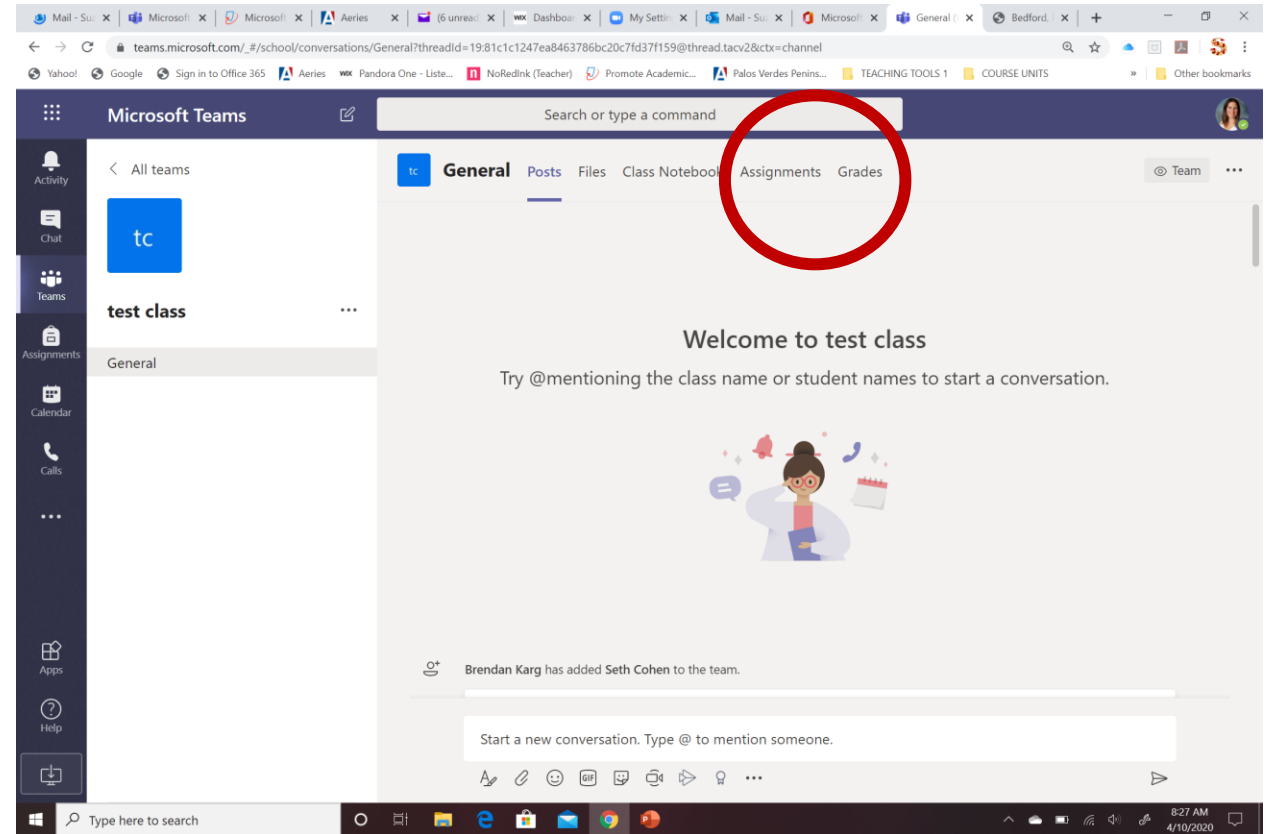
- CLICK ON THE TEAMS IMAGE.

HOW TO USE TEAMS

ALL TEAMS ARE LISTED ON THE MAIN SCREEN.

IN THE LEFT MARGIN IS A MENU BAR, WHICH INCLUDES CHAT, TEAMS, ASSIGNMENTS, AND CALENDAR.

IN THE TEAM, OR CLASS, YOU WILL FIND ASSIGNMENTS THAT WILL GET POSTED TO THE GENERAL PAGE, AND GRADES THAT ARE SECURED AND PRIVATE.

YOU CAN MANAGE YOUR NOTIFICATIONS IN THE THREE DOTS NEXT TO "TEAM" ON THE RIGHT.

HOW TO USE TEAMS

- If there is an assignment due, you will see it's due date and the number of points it is worth on the assignments tab.

- To Turn in an assignment, simply click on the assignment bar, and then click "Add My Work".

- You can select "upload from this device" or "New File" (use this option to type directly into a new document).

- Once uploaded, confirm it, then click "turn in". You will see your completed assignments below.