**Logging into Microsoft Teams**

This tutorial covers how to log in from a home computer/laptop using Microsoft Office 365 Portal.

1. Open the Google Chrome app on your home computer/laptop.
2. Type in ‘portal.office.com’ into the task bar.
3. Once you are on the Office, click ‘Sign In’.
4. Enter your TUSD email in the ‘Sign In’ task bar. Students will use matric@s.tusd1.org. Example: 1301234567@s.tusd1.org.
5. The password is the same password as you use to log onto a school computer.
6. Click ‘Stay Signed In’ if you are the only user of the computer or you trust all other users.
7. MS Teams will be one of the many Apps available to you. Click on the Teams App to begin.
8. Then click on your class and you are ready to begin.