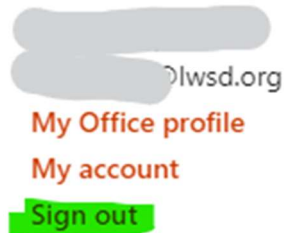
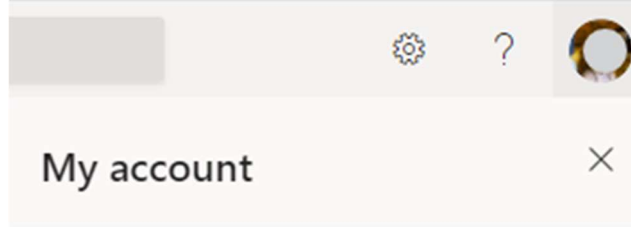


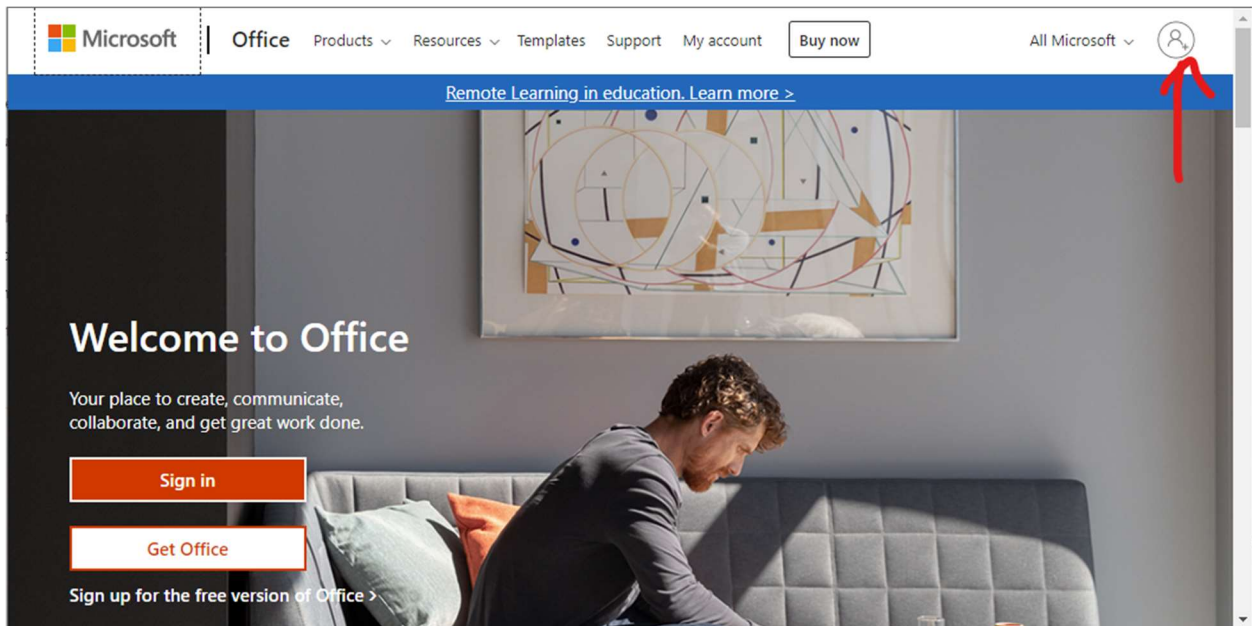
In order to access the online classes, you will need to do following steps. Please do it today to be prepared for the school's start. You need to reset the password and install :

1. Go to <https://www.office.com>
2. If you're already signed in you will need to sign out, press the student's name at the corner, in the

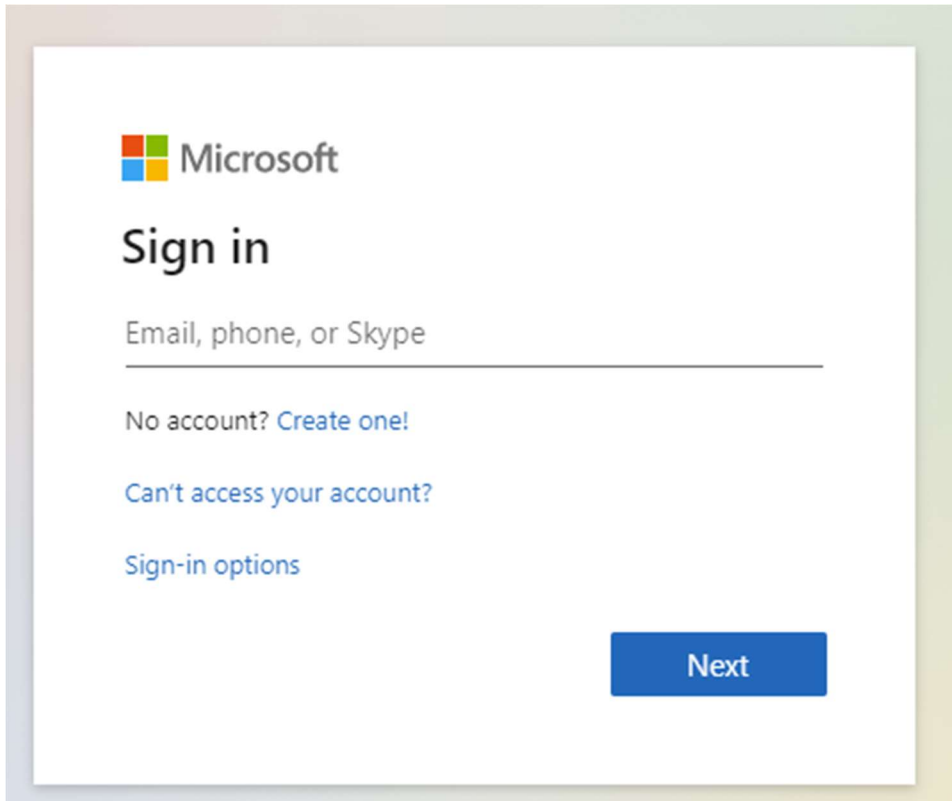


menu hit sign out.

3. Once office.com looks something like following hit the button at the corner to sign in.

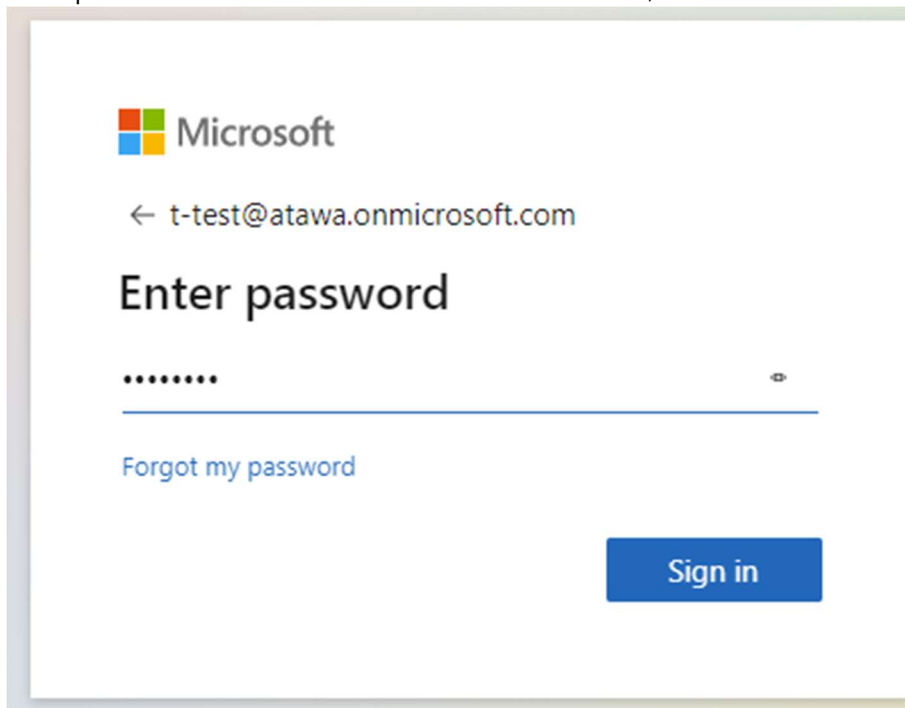


4. You will end up with following screen:

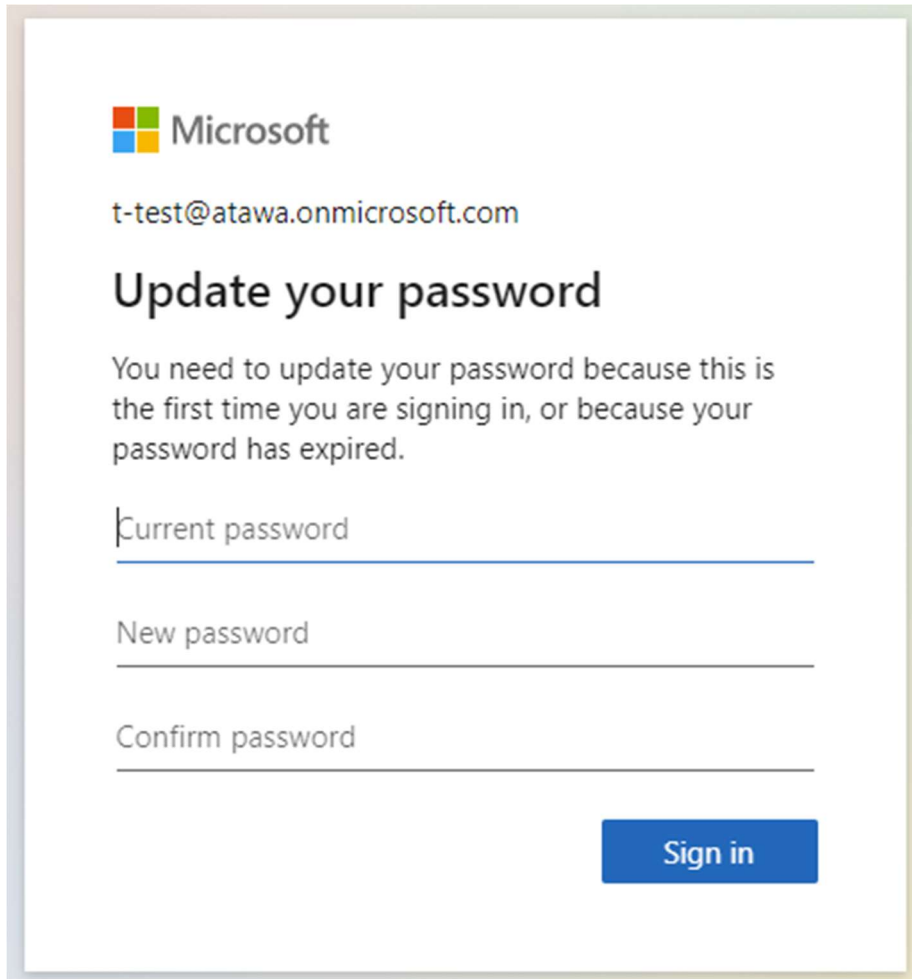


Enter «**student's email**» to this screen, hit NEXT

5. Enter password «**Password**» at this screen for the user, hit SIGN IN

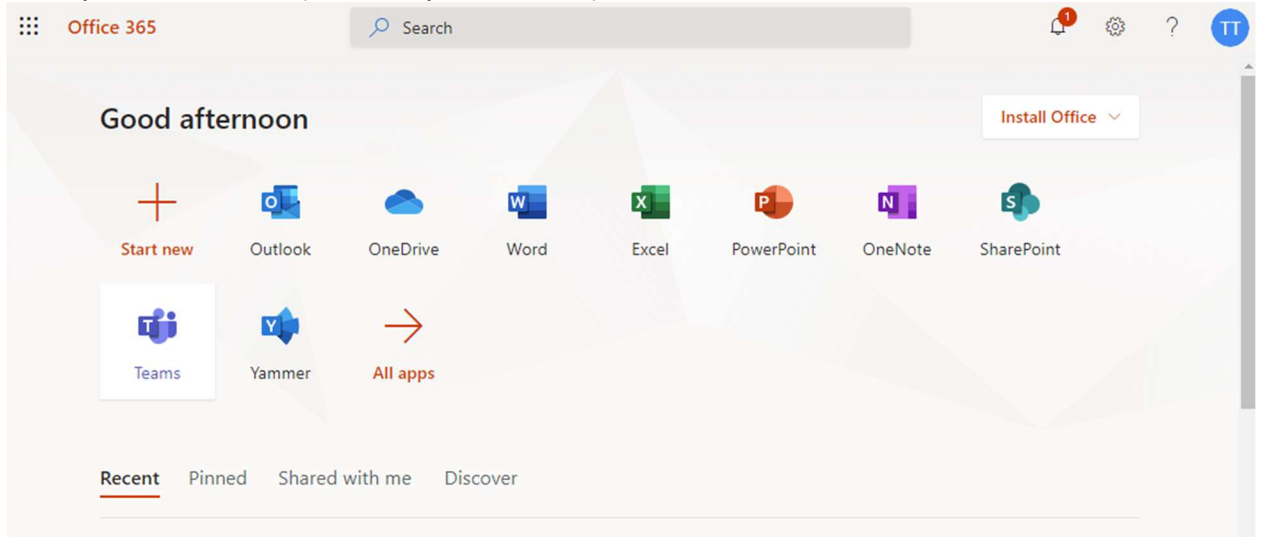


6. System will ask you to change your password:



The image shows a Microsoft password update screen. At the top left is the Microsoft logo. Below it is the email address t-test@atawa.onmicrosoft.com. The main heading is "Update your password". Below the heading is a paragraph: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". At the bottom right is a blue "Sign in" button.

7. Pick a password you would remember; you will use this to sign-in to Microsoft Teams app.
8. When you are done with password, you will end up at this screen:



You have 2 options:  
RECOMMENDED:  
Download teams for your computer:

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

You can also download teams to an iPad or cellphone. We recommend at least a tablet to use the teams, or else things on the screen may not be readable.

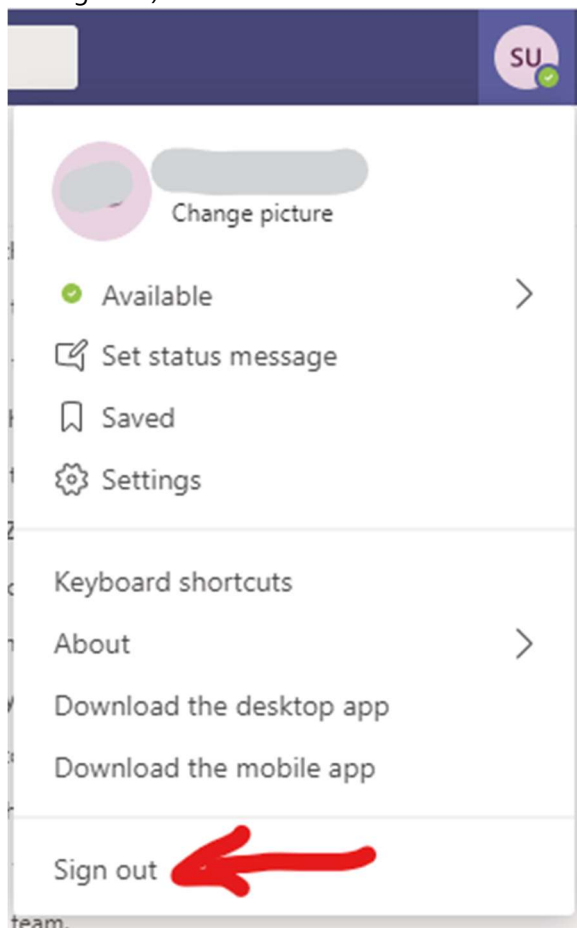
ALTERNATIVE:

You can click teams on this screen to launch a browser version of the teams, most features will still work but limited.

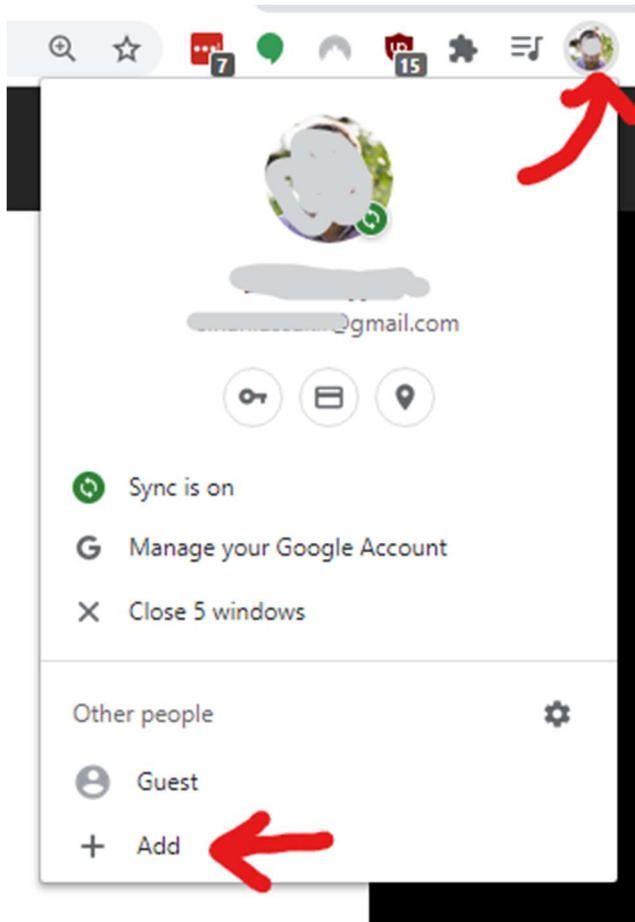
## INFORMATION FOR STUDENTS WHO ARE ALREADY USING TEAMS

Many schools are already using teams. You have 3 options:

1. On desktop computers, sign out of student's account on teams and sign-in back with ATA-WA email, once you're done with ATA-WA, sign back in to school's email.
2. Install another teams to a tablet
  - a. The cool thing about teams on tablet is that you can just switch accounts without signing out.
3. Use browser version of teams at <https://teams.microsoft.com> (if you see student's account you can sign out)

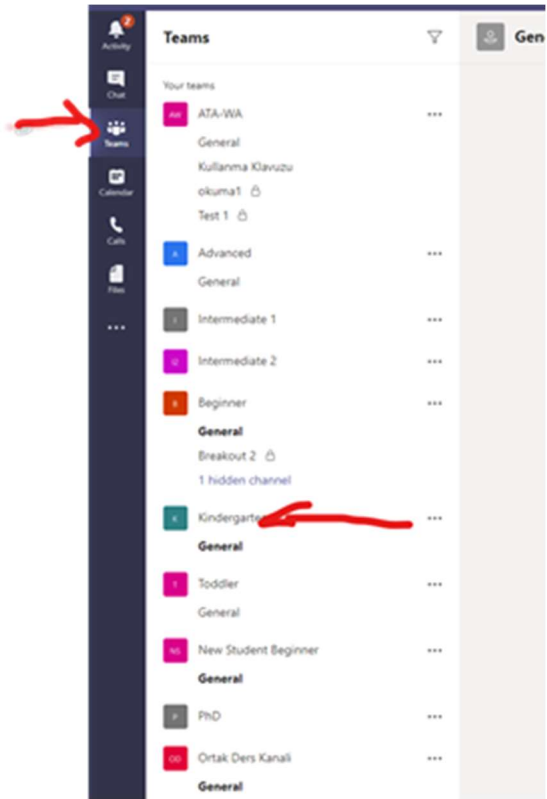


3.a. Advanced: You can create another profile at your browser with student's ATA-WA email and just switch the profile easily. It works great on Chrome and Microsoft's latest Edge browser.

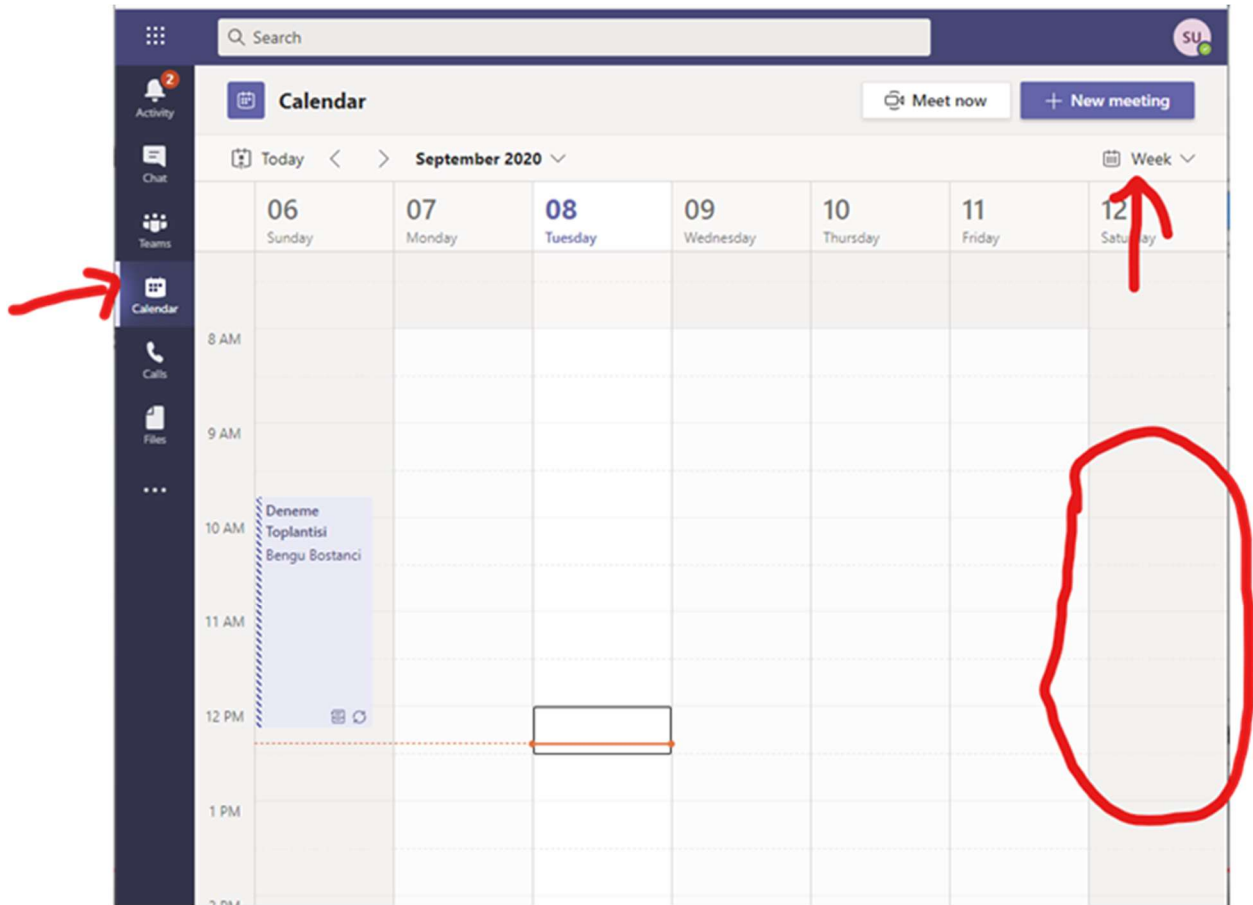


### HOW ATA-WA TEAMS STRUCTURED

Once you sign-in to Teams, you will see your student's class here:



And you can see the calendar to join to meetings here:



You can have an overview of teams at this video (he has many other tutorials on teams too)  
<https://www.youtube.com/watch?v=OxfukizkyCA>

Thank you.