



Microsoft Teams and Office 365 for Students: How to Log In & Setup

Microsoft Teams is our learning platform of choice in Wichita Public Schools. You will use Teams for all your classes this year, and as part of Teams, all students will have access to e-mail in Microsoft Outlook.

District Computers

You will need to sign in with your full district e-mail for all Microsoft services; otherwise, Microsoft doesn't know who you are. Sign on using your district e-mail address (new!) and password. Your e-mail address is just your ID number followed by @usd259.net.

Username: 555555@usd259.net

Password: _____

After successfully complete a few hours of the computer doing any auto downloading and restarting your computer, complete the following steps.

Signed in on a district laptop, complete the following steps to learn how to access what you need:



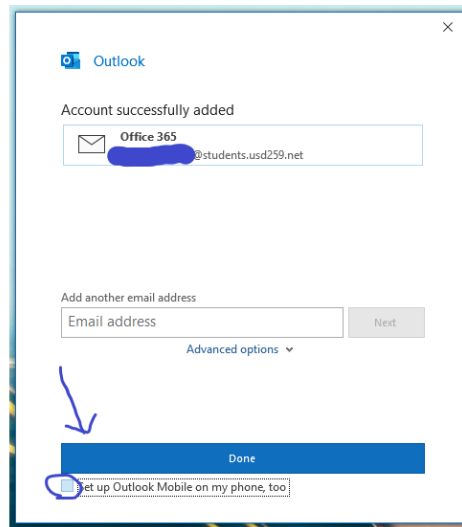
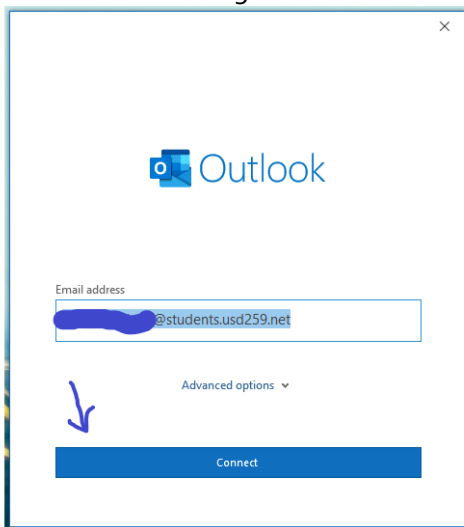
Microsoft Teams

- Teams app should automatically load and sign in if asked with your e-mail address and password.
 - If it did not load, search for "Teams" in the bottom left-hand corner
- Watch this video series to learn more: <https://youtu.be/Zoc78NKvTKo>



Microsoft Outlook

- Search for "Outlook" in the bottom left-hand corner, and launch app
- Click on the following areas:



- This platform will have access to all your emails and calendar

See next page

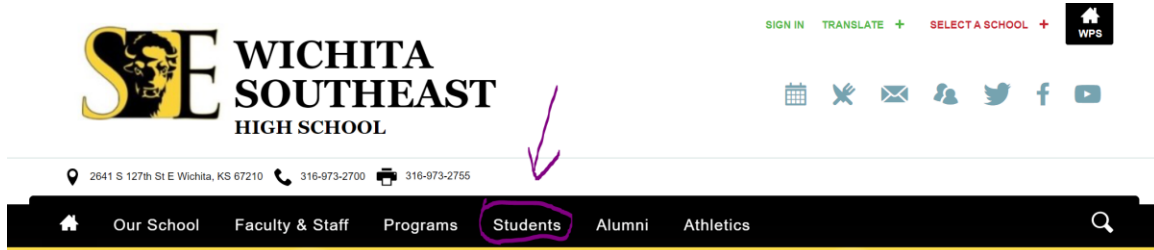


Microsoft Edge

- Click and Launch the “Edge” browser from the bottom tool bar
- Complete any necessary setup options

Southeast Website: Located the following website: www.usd259.org/southeast

- Click on the “Students” section:



- Here you will find available resources you will need for success

STUDENT QUICK LINKS

Request Student Technology Assistance
<http://bit.ly/SETechHelp>

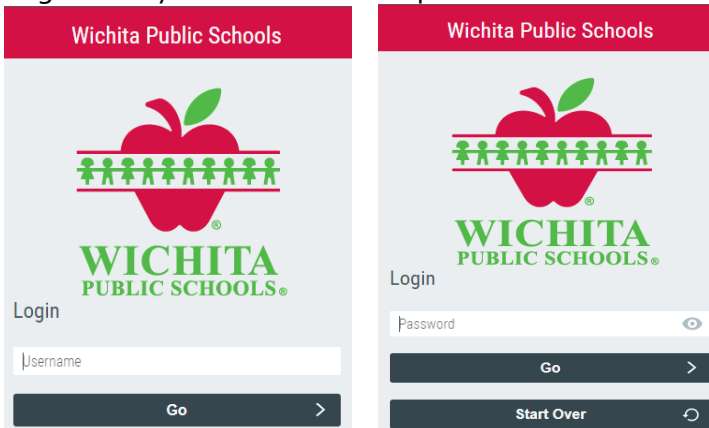
Student Password Resets
<http://bit.ly/SEPasswordReset>

STUDENT RESOURCES

- Technology Assistance & Quick Links
- Student Expectations
- Alpha Administrator/Counselor
- Student Agenda
- Bell Schedule
- Map of SE
- Seminar/Advocacy
- Graduation Requirements
- > School Spirit
 - Transcript Request
 - 2020-21 Southeast Program of Studies
 - Freshman Mentoring 2020-21

Student Portal (RapidIdentity): Next, located the following website: <https://portal.usd259.net>

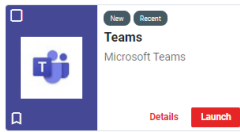
- Log in with your username and password



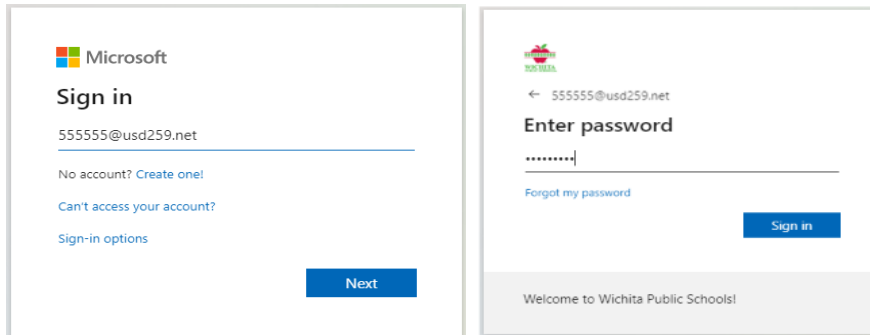
- Once logged, you will find all additional applications that you may need to access:
 - StudenVue
 - Flipgrid
 - Xello
 - Microsoft O365
 - Etc.

Home Computers

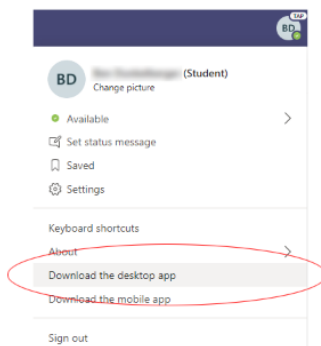
1. Go to <https://portal.usd259.net> to sign into the RapidID portal with your district e-mail address and password (see username and password format above). Once you sign into the RapidID portal, click on Teams:



2. Sign in with your e-mail address and password:



3. Once you are signed in, click on the profile picture at the top right (it will show your picture if you've configured it, otherwise it's usually your initials) and select **Download the desktop app** (for Mac or PC only):



4. Once it downloads, launch the installer to install it. Then use the app on your computer going forward, as it is more robust and has better meeting features than the online version.

Office 365

You will also notice a number of other applications available to you on office.com. All these apps integrate with your district logon. A few of note:

1. **OneDrive:** access all your files anywhere in the world. You will have lots of online storage with versions that go back at least 93 days. Delete a file? No problem – open OneDrive and go the Recycling Bin to find it. Delete part of a file? Find the file in OneDrive and use the previous versions function to restore an older copy.
2. **Install Office:** you can install Office at home on Macs and PCs. Click on Install Office to install Office on your home computer (note that I would only suggest using this on a personal computer, not one used by your family). The following apps will be installed on your computer: Teams, Word, Excel, PowerPoint, OneNote,

Access, Publisher, Skype and OneDrive:



3. **Outlook:** all students now have e-mail addresses! Your e-mail address enables the calendar feature in Teams so that teachers can schedule meetings with your classes. You can also e-mail your teacher and e-mail outside Wichita Public Schools. You can access e-mail through office.com using the online Outlook app, or you can open the Outlook app on your school computer to send and receive e-mail. Your e-mail address is:
 - a. ID@usd259.net (e.g., 555555@usd259.net)

If you have logon difficulty, please call the Southeast High School Tech Office at **366-2828** or the Wichita Public Schools Help Desk at **973-HELP** (973-4357).