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

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.

New 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. **Passwords were not reset this year.** An existing student would have a login like this:

> username: 555555@usd259.net
> password: (whatever your current password is)

Example New Student Login
For new students, your e-mail address is your 6-digit ID number followed by @usd259.net, and your initial password is St+6-digit birthday. A new student with ID number 555555 and a birthday of January 01, 2005 would have the following logon the first time:

> username: 555555@usd259.net
> password: St010105

New students will have to change their passwords once they sign in. New passwords must have at least 8 characters.

Once you are signed in on a district laptop, open the Teams app and sign in again with your e-mail address and password.

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:
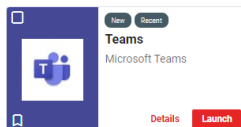
2. Sign in with your e-mail address and password:
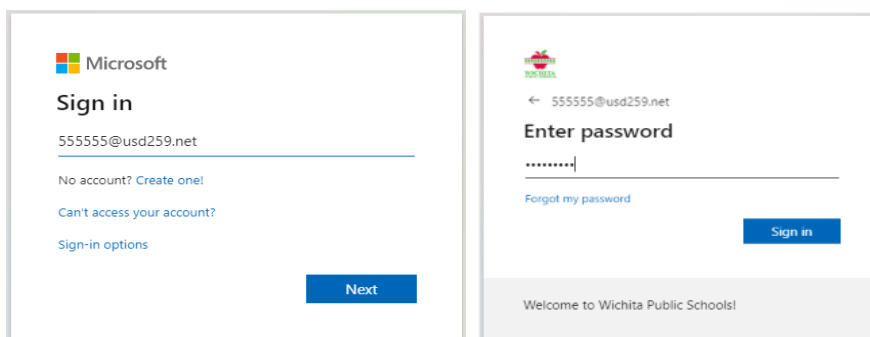
3. Once you are signed in, click on the profile picture at the top right (it will show your picture if you've configured it, otherwise it's usually your initials) and select **Download the desktop app** (for Mac or PC only):
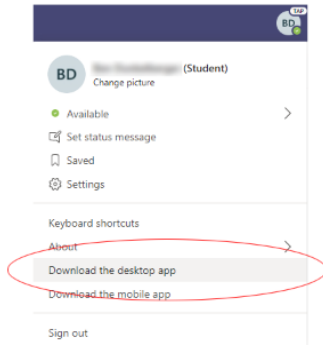
4. Once it downloads, launch the installer to install it. Then use the app on your computer going forward, as it is more robust and has better meeting features than the online version.

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)

These are just a few of the apps available – explore to learn more!

If you have logon difficulty, please call the
East High School Tech Office at **973-7221** or the
Wichita Public Schools Help Desk at **973-HELP** (973-4357).