



Logging into Teams

Families can access Teams in two ways

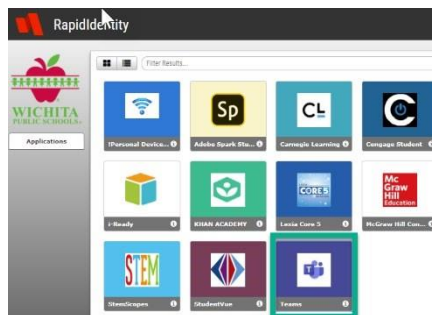
1. Families can also access Teams by visiting any web browser (Chrome, Internet Explorer, Edge, Firefox) and logging in to the portal using their Student ID and password.

Go to

<https://portal.usd259.net>



Sign in with the student's district and password



Click on Teams

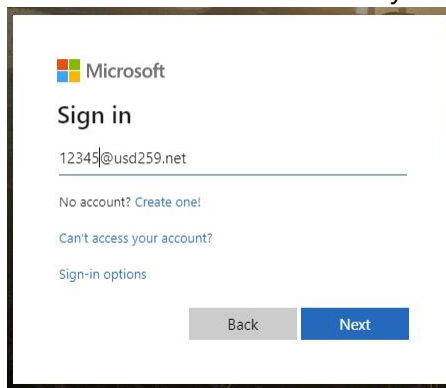
ID

Students also have access to all Microsoft applications (Word, Excel, PowerPoint etc.) by going to [Office.com](https://office.com) or using the [Microsoft 365 tile](#) on the Portal.

Students will use their district username (in email format) and password any time signing into the Microsoft website.



Students will need to sign in with their district ID in email address format. (i.e. 12345@usd259.net) and use their district password when prompted. (Reminder K-5 student passwords are set to their mmdd of their birthday i.e. 0204)



If you decide to update or save password, this will automatically log the student in next time you go to Teams. If multiple users are using the computer, it is NOT recommended to save passwords.



2. Families can access Teams by downloading the app and logging in with the Student ID and password.

Visit the Google Play Store or the Apple Store and download and install the Microsoft Teams App.

It is a free app.



Students will need to sign in with their district ID in email address format. (i.e. 12345@usd259.net) and use their district password when prompted. (Reminder K-5 student passwords are set to their mmdd of their birthday i.e. 0204)

A screenshot of the Microsoft Teams sign-in interface. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address '12345@usd259.net'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. Underneath is the text 'Sign-in options'. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button.

****If you decide to update or save password, this will automatically log the student in next time you go to Teams. If multiple users are using the computer, it is NOT recommended to save passwords.****

A screenshot of a 'Update password?' dialog box. It features a header with a close button (X) and an illustration of a laptop and a key. Below the header are two input fields: 'Username' with a dropdown arrow and 'Password' with a masked password field and an eye icon. At the bottom are two buttons: 'Update password' and 'No thanks'. A small note at the very bottom states: 'Passwords are saved in your Google Account so you can use them on any device.'