

PARENTS PLEASE READ

Below are Step by Step Instructions on Accessing Microsoft Teams for Virtual Learning Days

1. Go to www.oes.sccboe.org Your screen should look like the picture below.



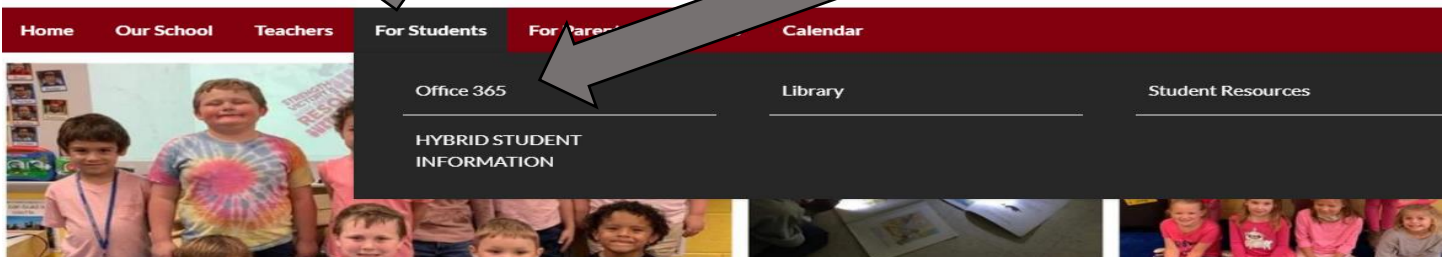
Odenville Elementary School
Every Student Prepared



#2. Click on the “**For Students**” Tab. It will drop down a list of choices. Click on “**Office 365**”

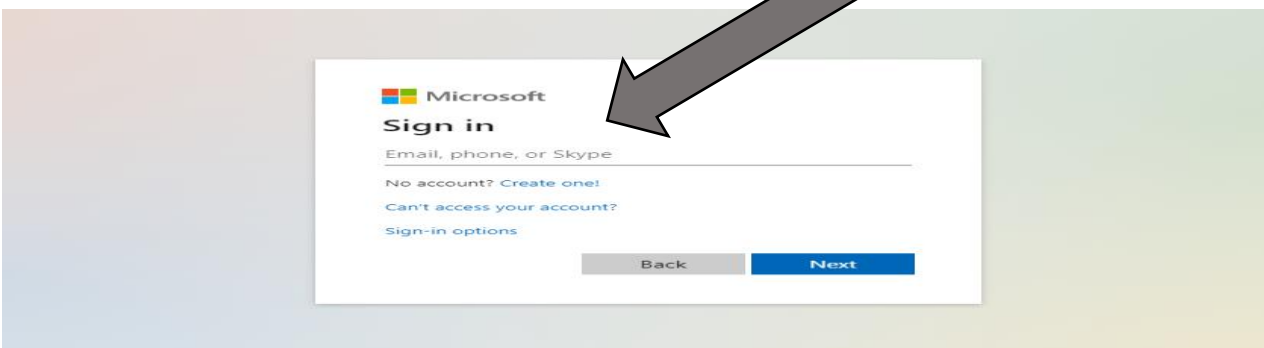


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#3. A screen like the picture below will appear. Put your **child’s email address** in the box. Then, click the “**Next**” button. Your child’s email address is

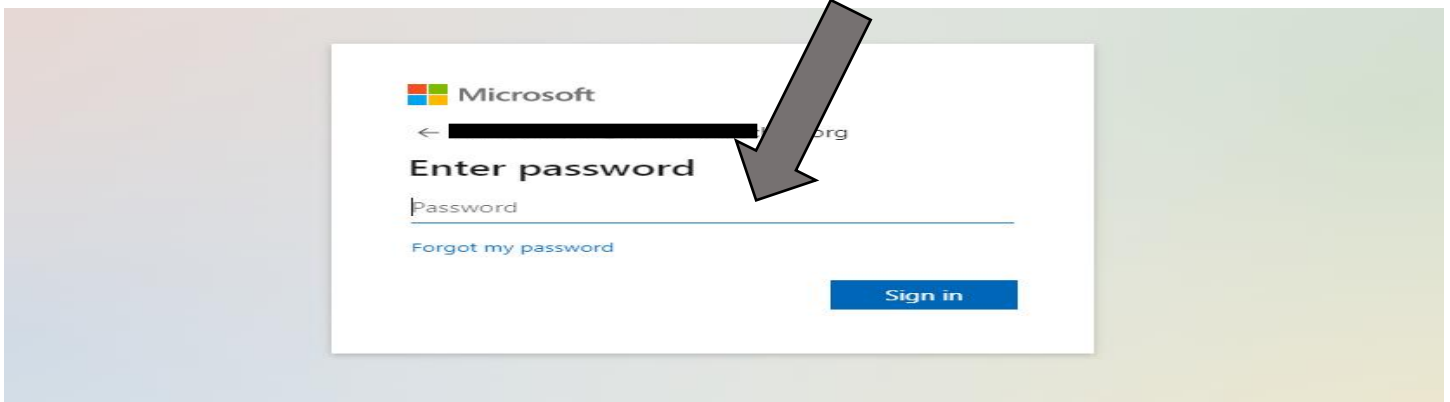
[@students.sccboe.org](mailto:students.sccboe.org)



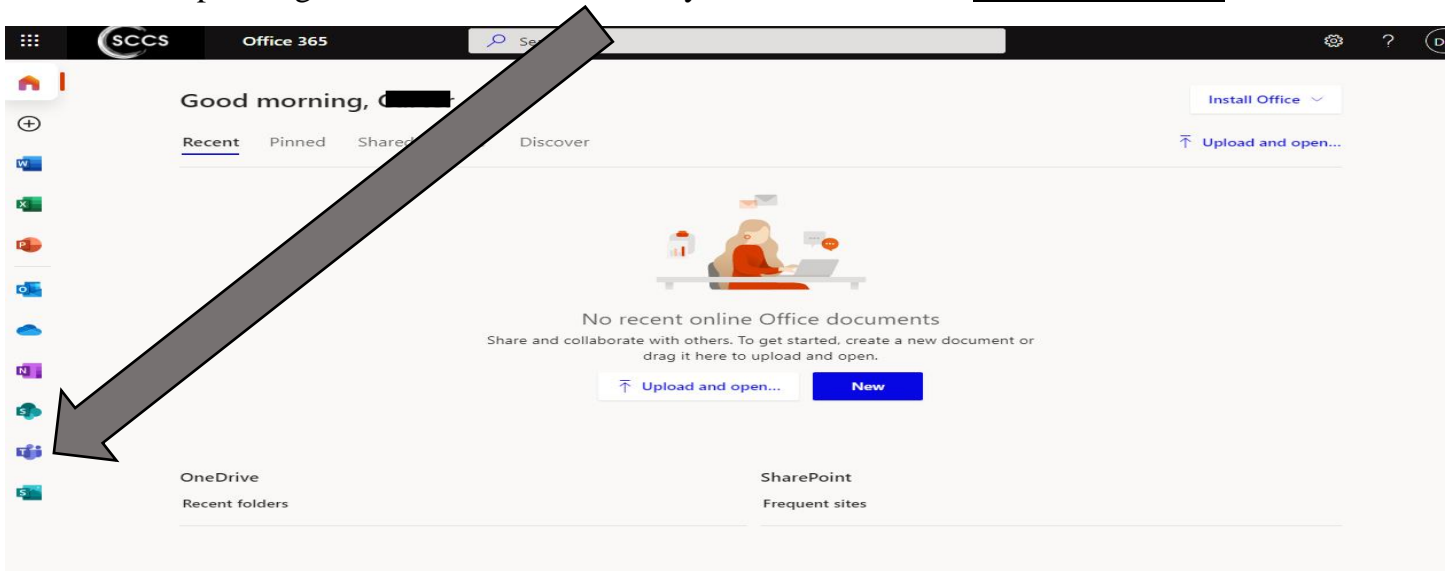
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#4. Enter the following password in the password box **asd123** Then, click the “**Sign In**” button.



#5. Once you are logged in, your child’s screen should look like the picture below. Look for the icon the arrow is pointing to on the left hand side of your screen. This is **Microsoft Teams**.



#6. After you have clicked on teams, the next screen will look like the picture below and subjects will be displayed. Click on the subject. Your child’s teacher will put lesson videos and other important information on Virtual Learning Days in this spot. If you have questions, please contact your child’s teacher via email.

