

1. Join or create team

2. Search

3. Teams

4. Calendar

5. Apps

What is Teams?

You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurricular.

1. **Join or create a team**-Find the team you're looking for, join with a code, or make one of your own.
2. **Use the command box**-Search for specific items or people, take quick actions, and launch apps.
3. **View and organize teams**-Click to see your teams. Drag team tiles around to reorder them.
4. **Calendar**-Often used to check for meetings and join a meeting
5. **Add apps**-Launch Apps to browse or search apps you can add to Teams.

Logging in your computer

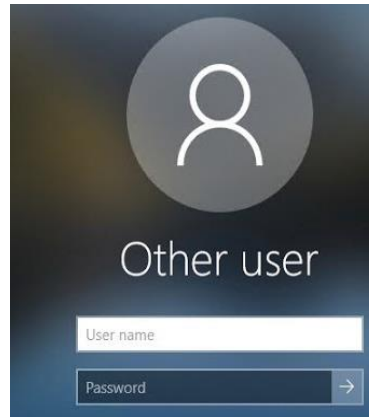
Username: ajones3275

Password: Aj030915

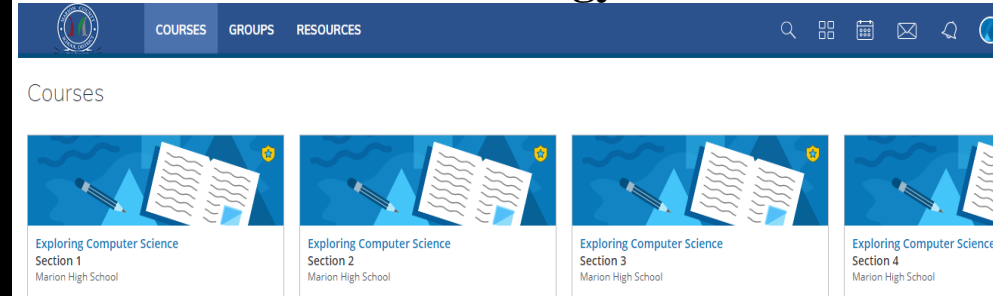
Username is the first letter of your first name, first 5 letters of last name, and student id (last 4 numbers of student id).

Password is the first letter of first name CAPITALIZED, first letter of last name and birthday.

Birthday format is 2 digits year, 2 digits month, 2 digits day



Schoology



Clicking **Courses** will open up your courses. Click any course to enter it

Search bar will help you can find your courses, groups, and resources.

Clicking **Groups** will open up your groups. Click any group to enter it.

Clicking **Resources** will open up your Resources. Click any resource to enter it.

Email

1. In google go to Microsoft 365 and sign in
2. Use the same username and password used to login to computer.
3. Email is found under Outlook

Email address format:

username@students.marion.k12.sc.us

Example ajones@marion.k12.sc.us



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

[Back](#)

[Next](#)

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Clever.com

STUDENT USERNAME:

Email

STUDENT PASSWORD:

Marion10