

Directions to Access Microsoft Office TEAMS

OPTION 1

1. Go to www.office.com



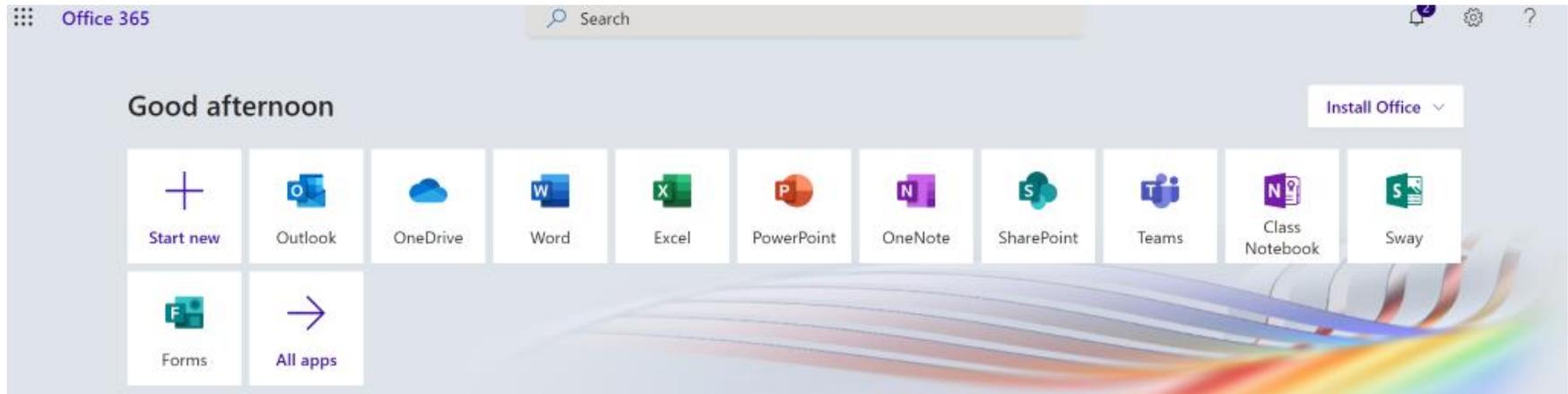
Welcome to Office

Your place to create, communicate, collaborate,
and get great work done.

[Get Office](#)

[Sign in](#)

1. Sign in using your Hempstead Email Address as the User Name and the same password that you use to access email.
2. You will arrive at your home page



1. Here you can select the Teams Icon



Teams

1. All of the Teams that one is a member are will appear.
2. Select the appropriate Team and become a STAR PLAYER!

OPTION 2

1. Open your Hempstead Email



1. In the top left corner, you will see an icon that looks like a “waffle”

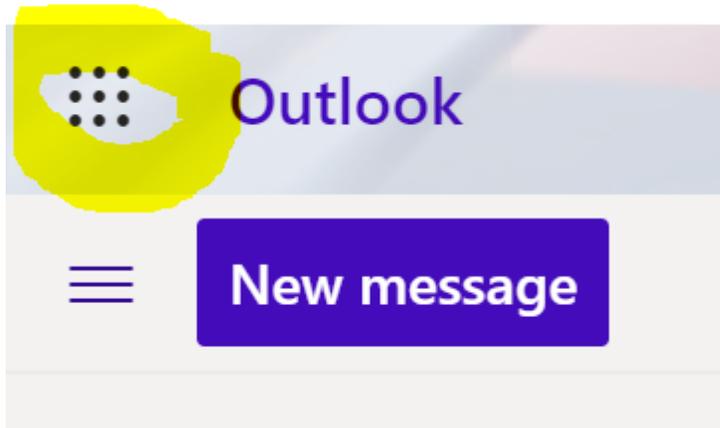


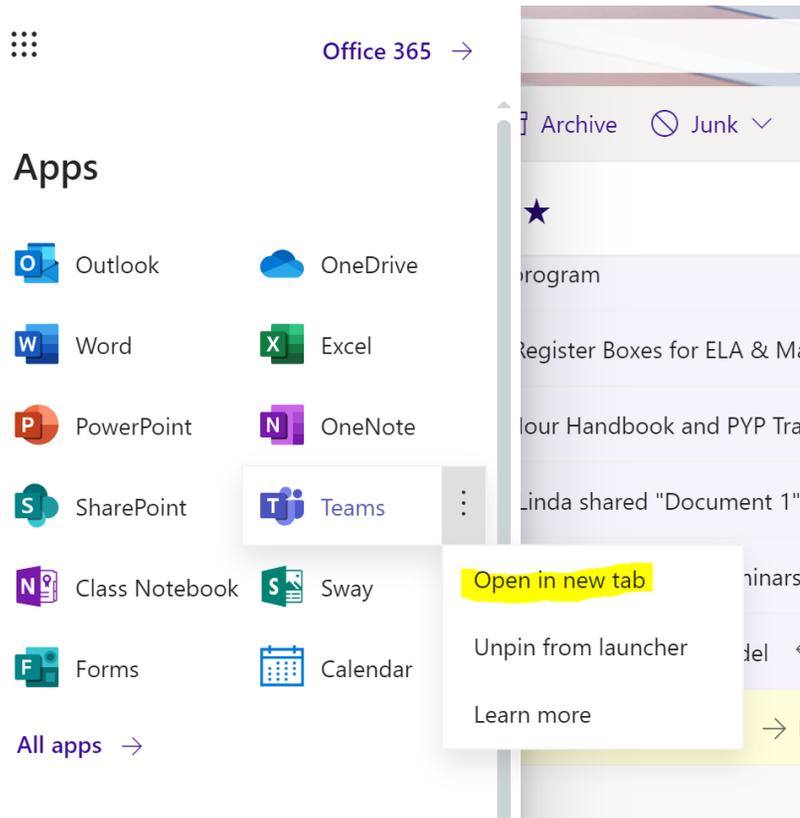
Image highlighted in yellow.

1. Click on the Waffle
2. Look for the Teams Icon and right click on it



Teams

1. Open Teams in another tab.



1. All of the Teams that one is a member are will appear.
2. Select the appropriate Team and become a STAR PLAYER!

Parent Support <https://support.office.com/en-us/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

Student Support <https://support.office.com/en-us/article/student-help-center-395ab230-55bf-44c6-b265-e832d729b694>