**Follow steps below to access your Microsoft Teams account**

FAQ 1: How can I access my e-mail account?

• Log on to https://portal.office.com/

• Log in with your student username and password.

o Username = 6-digit ID followed by @yonkerspublicschools.org

o Password = All passwords have been reset to student birthdays (for example, if you were born

on August 27, 2020 your password will be 08272020.

FAQ 2: How can I Install Microsoft Office to my personal computer?

Office 365 is located on Clever under the Virtual Classroom heading.

OR:

• Log on to https://portal.office.com

• Log in with your Student Office 365 Email Username and Password.

▪ (Student) Username: 6 digit student ID followed by @yonkerspublicschool.org (e.g.

123456@yonkerspublicschools.org)

• Password: 8 digit student birthday • Select the install now button

FAQ 3: How can I Install Microsoft Office apps to my mobile devices? (Smart Phone/Tablet)

• Download the desired app from the Apple App Store or Google Play Store

• Log in using your office 365 login credentials.

o Username = 6-digit ID followed by @yonkerspublicschools.org

o Password = 8 digit student birthday

**How to Access Microsoft Teams from your Outlook Account**

• Log in to your student email using the steps listed above

• On the top left corner of the screen click the waffle icon

• Select Teams

Now you are in Microsoft Teams and are ready to work!