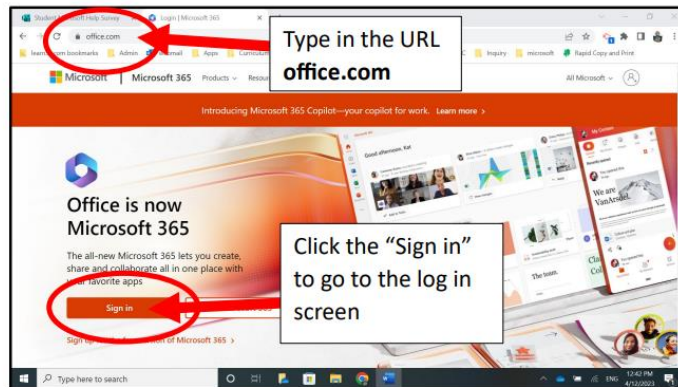


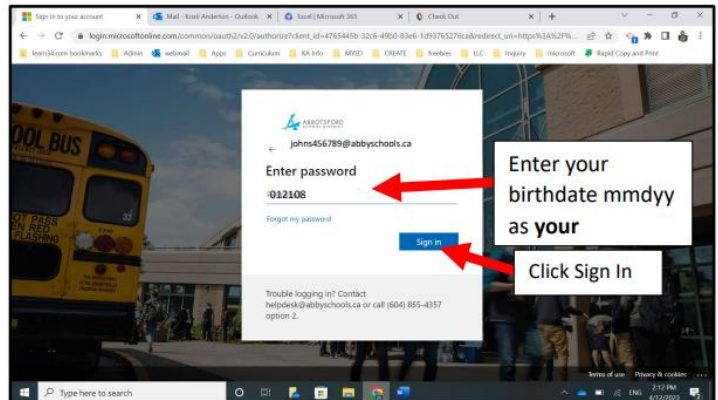
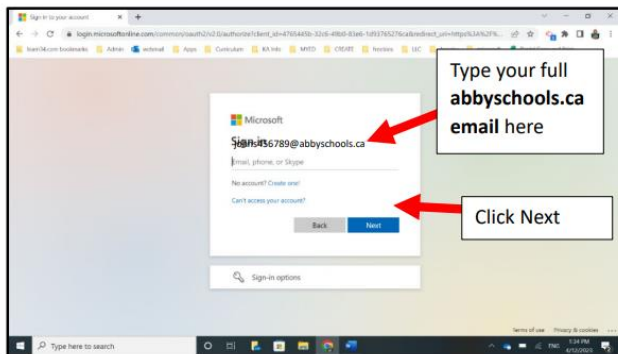
Students: How to log into Microsoft and TEAMS

1. Open your devices with your abbyschools.ca sign in credentials.
FirstNameLastinitial.Last 6 digits of PEN@abbyschools.ca

2. Open Edge (or Chrome) and type in: **office.com**
Tap the orange “Sign in” button

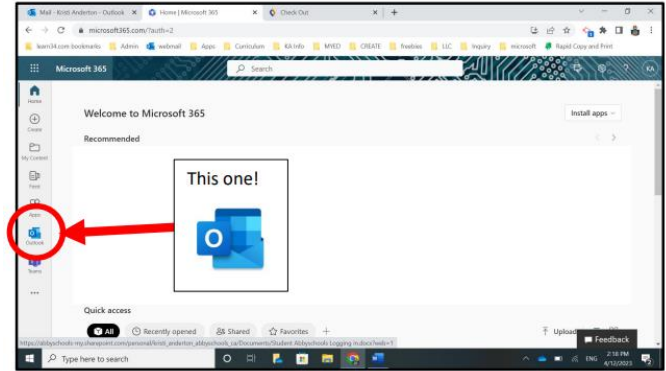


This next step may not occur if you logged in with a school device.

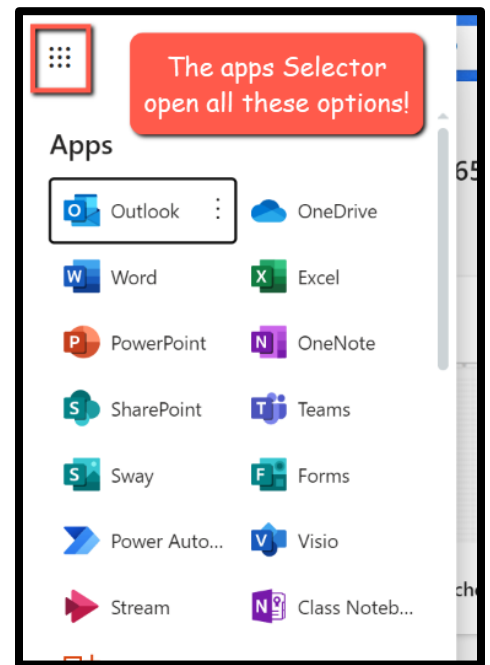


3. MMDDYY of birthday (Mar.9,2009 = 030909) In the future, this may change.
4. The initial login will take a few minutes as it creates the Profile. Subsequent logins will immediately bring you to the home screen.

5. Click on the Outlook App to access your email:

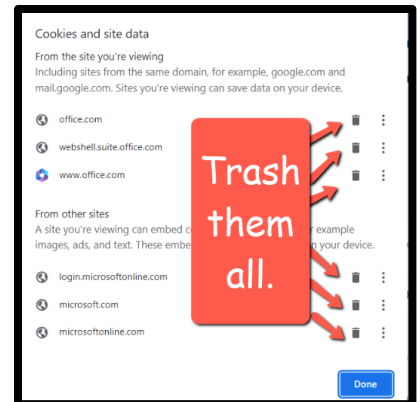
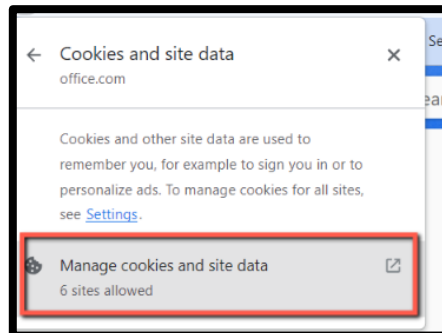
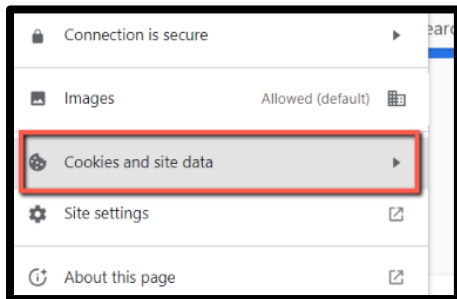
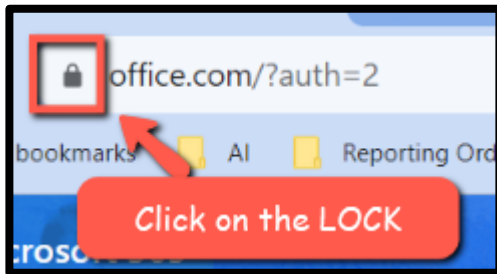


You can find **more apps** to use by clicking right on the Apps Selector. Start your own Powerpoint or Word this way. Access TEAMS.



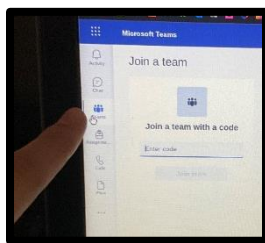
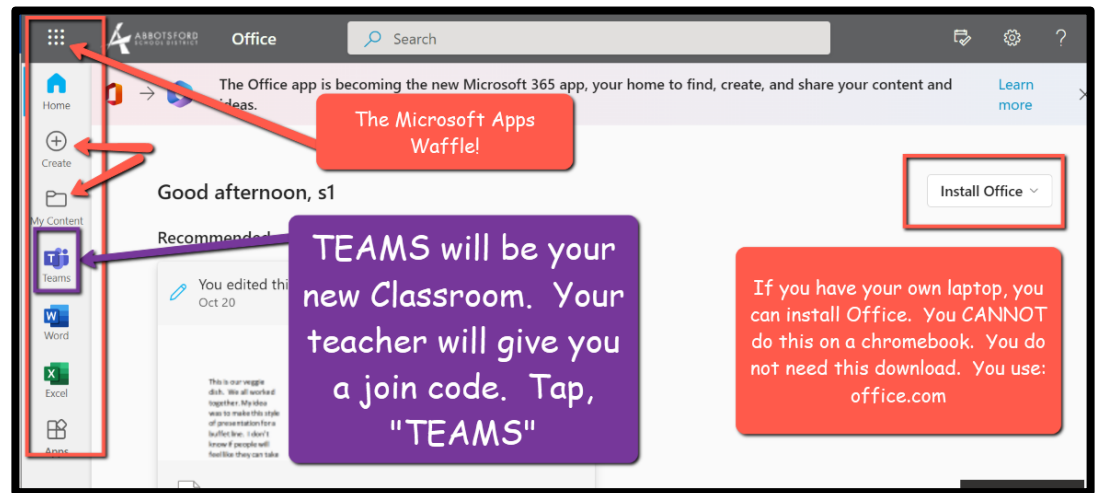
Tip: Having trouble logging in?

You may need to “clear your cookies”:



Log into TEAMS – your digital classrooms:

Your TEAM might be waiting for you to join or your teacher may give you a code – depending on how you have been invited to the TEAM.



Look for TEAMS on the far left side panel in the "ME" space. Next, click TEAMS again. It will ask you a few things or say "Get Started". Next, wait for the code from your teacher OR you might also see your TEAM waiting for you to join – depending on how you have been invited to the TEAM.

How to Find your Assignments:

Open your Team and look for "Assignments" in the left rail under the Team Name to get started.

