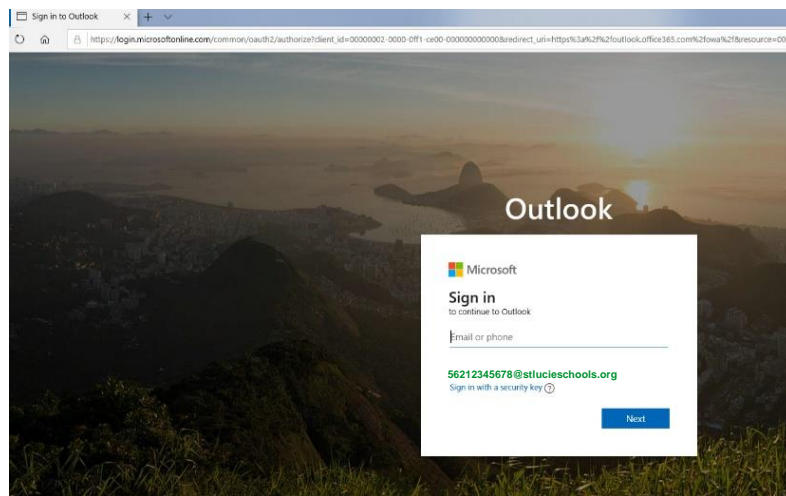
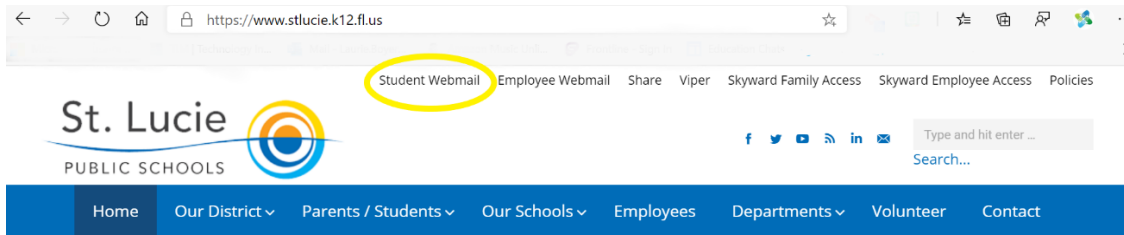


Accessing Office 365 applications & Getting started with Teams

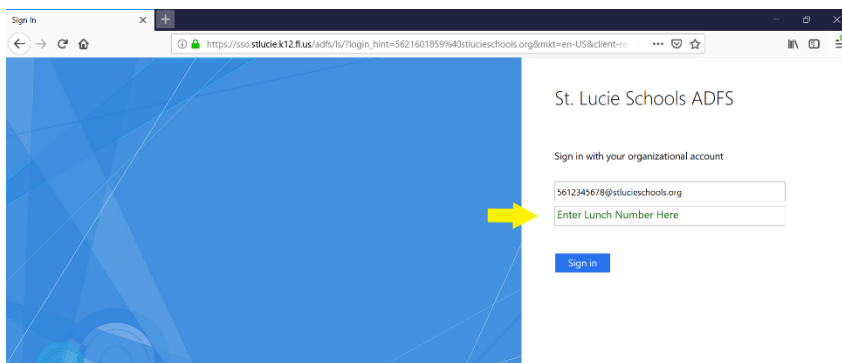
Go to www.stlucie.k12.fl.us and **Click** the **Student Webmail** link at the top of the screen.



Enter the student "56" number along with @stlucieschools.org.

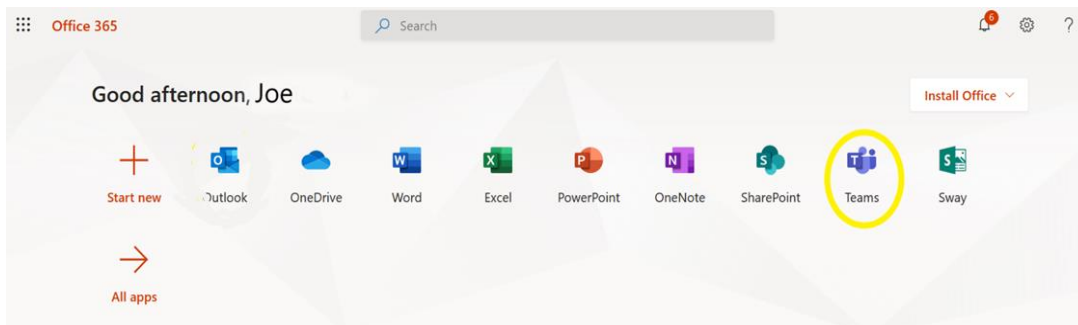
Sample Student email would be: 5612345678@stlucieschools.org. Then **Click Next**.

It will redirect you to another screen where you will enter the password.



Enter the password. (It is your child's 5-digit lunch number)

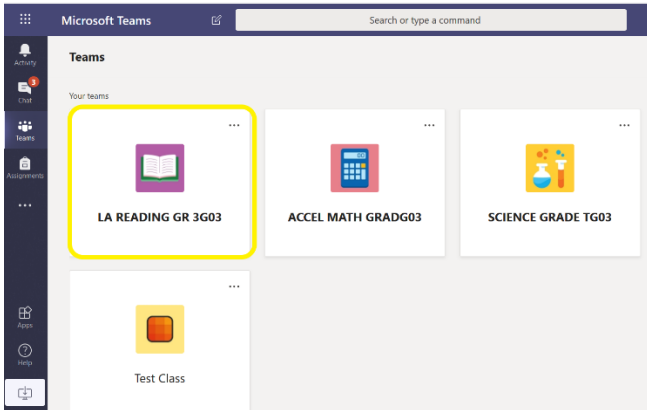
All of the **Microsoft Office apps** are available once logged in. Your child's teacher(s) will use **Teams** for communication. **Click** on the **Teams** icon for it to **Open** the web version.



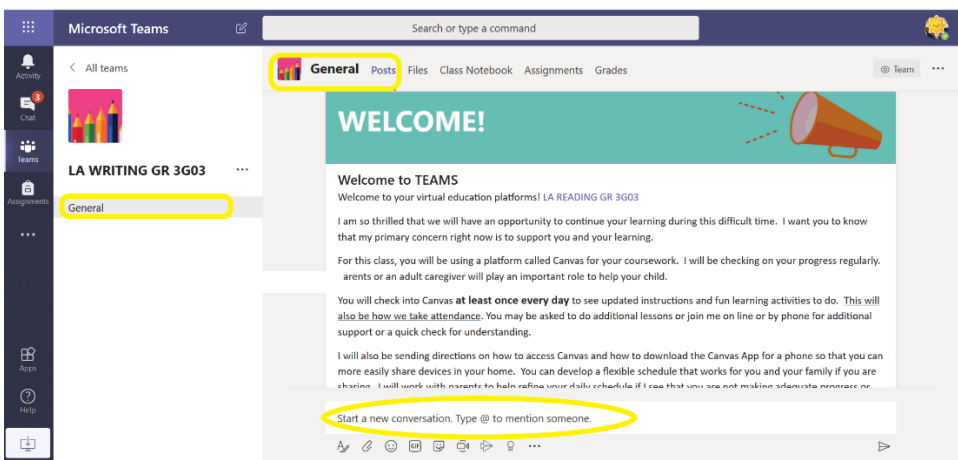
This is going to open up to the **Teams dashboard** and **will display all of the Class Teams** that have been set up for your child's classes. (The names might appear in two different ways.)

- A name the teacher gave the Class Team OR the way the class is listed on your child's Skyward Schedule.

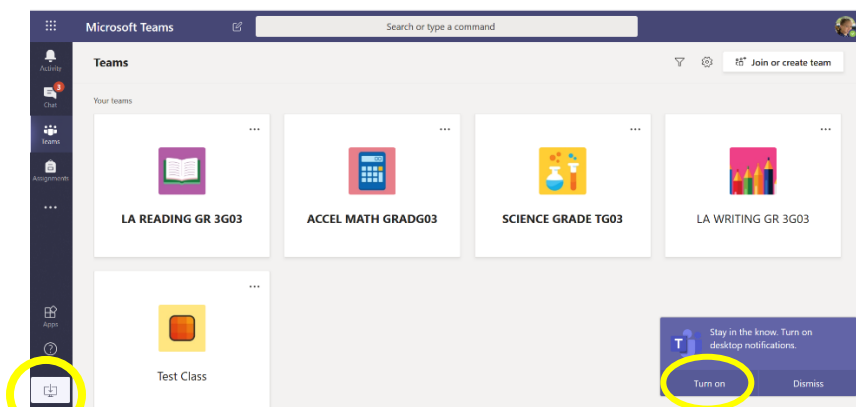
To **open up** to the Class Team, simply **click on it**.



Once in the Class Team, this is what your child will see. Each class will open up to **“General Posts.”** This is where you see new announcements from your child's teacher.



Click the monitor screen icon at the bottom left of the screen to **download Microsoft Teams** to the computer.



Stay on top of the class communication by turning on notifications

Extra tips and tricks:

- Download the Teams app on your phone tablet and have access to all your classes there. This will also allow you to get notifications when you have new communication from your teacher and class.
- Remember your child can get in touch with their teacher by posting a question in the Class Team or send them a private Chat communication in Teams if you have any questions or problems.