

1. Go to <https://www.office.com/> and select the **Sign In** button

2. Type in the email address that was provided to you and then select **Next**



Sign in

@student.thevistaschool.org|

No account? [Create one!](#)

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

[Sign-in options](#)

Back

Next

3. Enter password that was provided and select the **Sign in** button



← @student.thevistaschool.org

Enter password

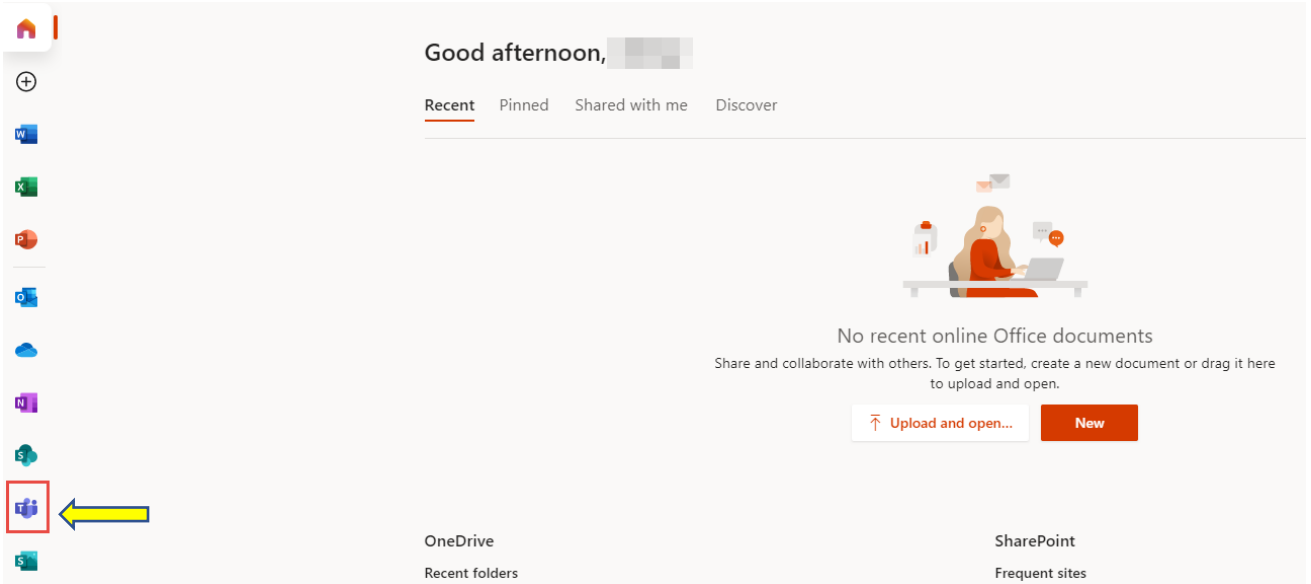
.....| 

[Forgot my password](#)

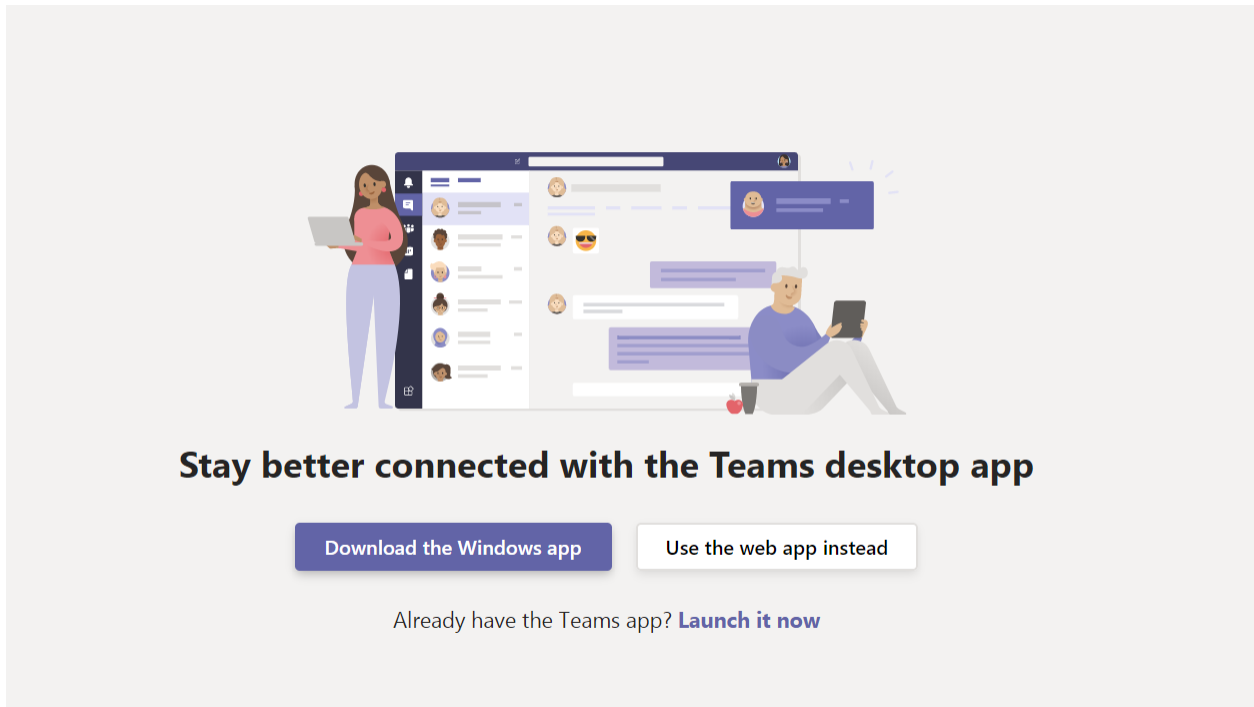
Sign in

4. If you receive any introductory popup windows, select **Next** to move through them.

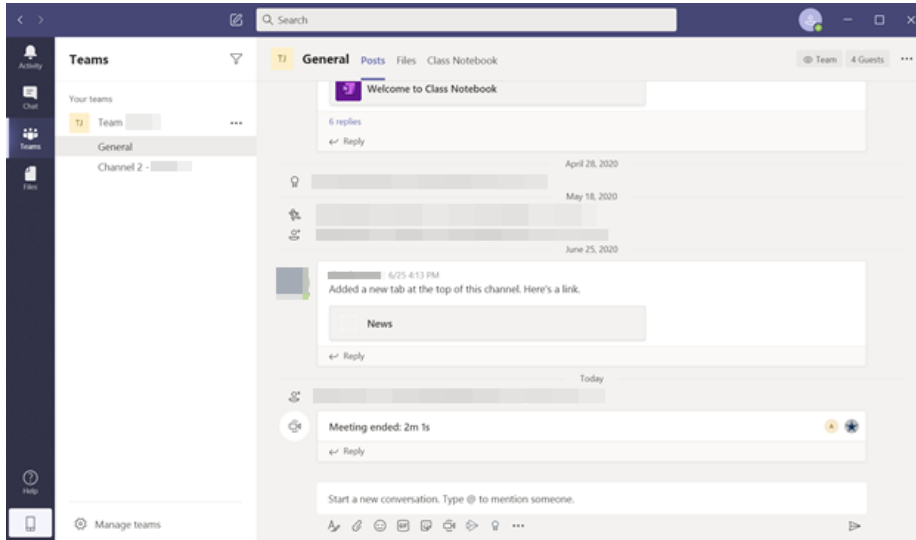
5. You should see a welcome page like this. When you do, select the **Teams icon** that is on the left side outlined in red.



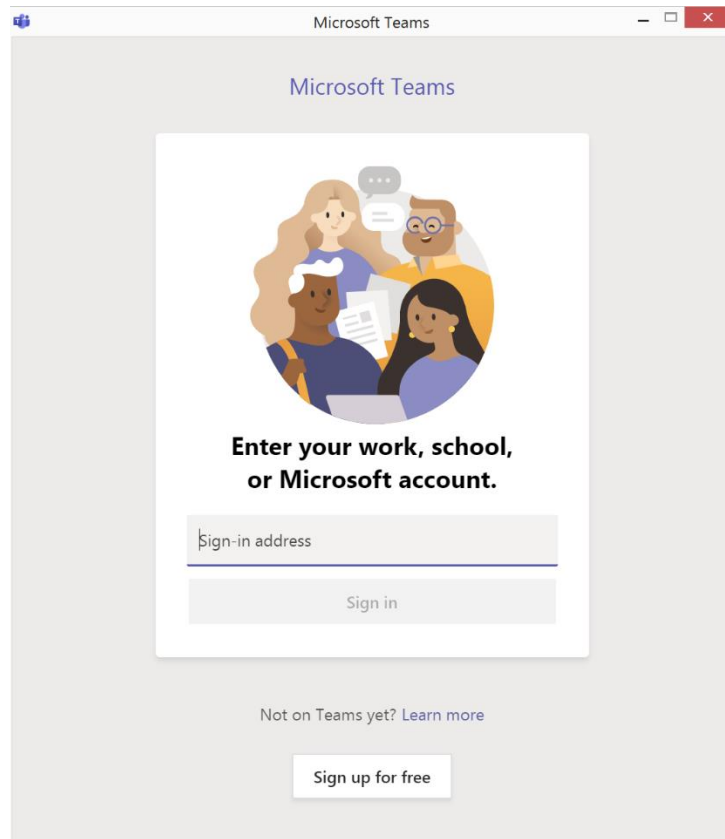
6. The following window will open. You have a choice to use Teams online OR download the app for it.

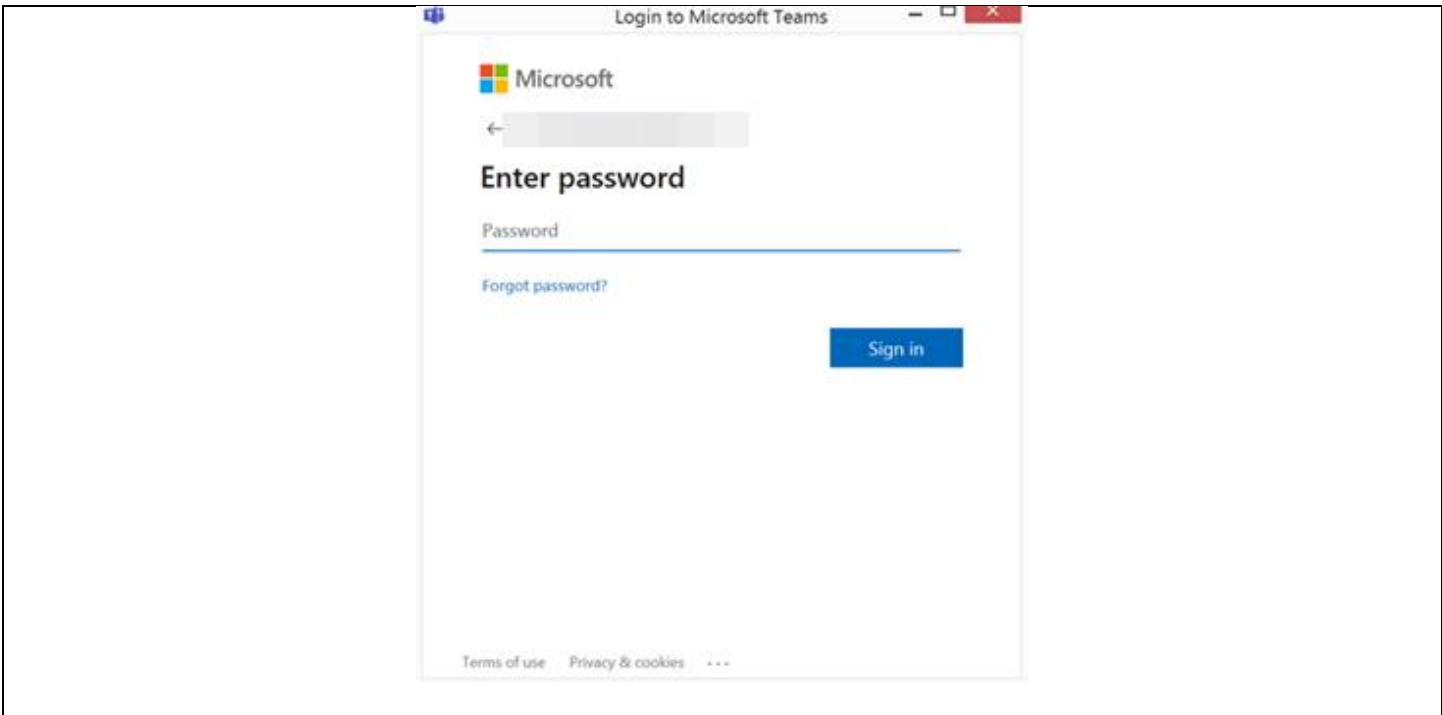


- a. To use Teams online, select **“Use the web app instead”** button and the Teams site will open.



- b. To use the Teams app, select **“Download the Windows app”** button. Follow prompts to download and install and then sign in with email and password if prompted.





7. After signing in, the Teams site should appear and look similar to this.

