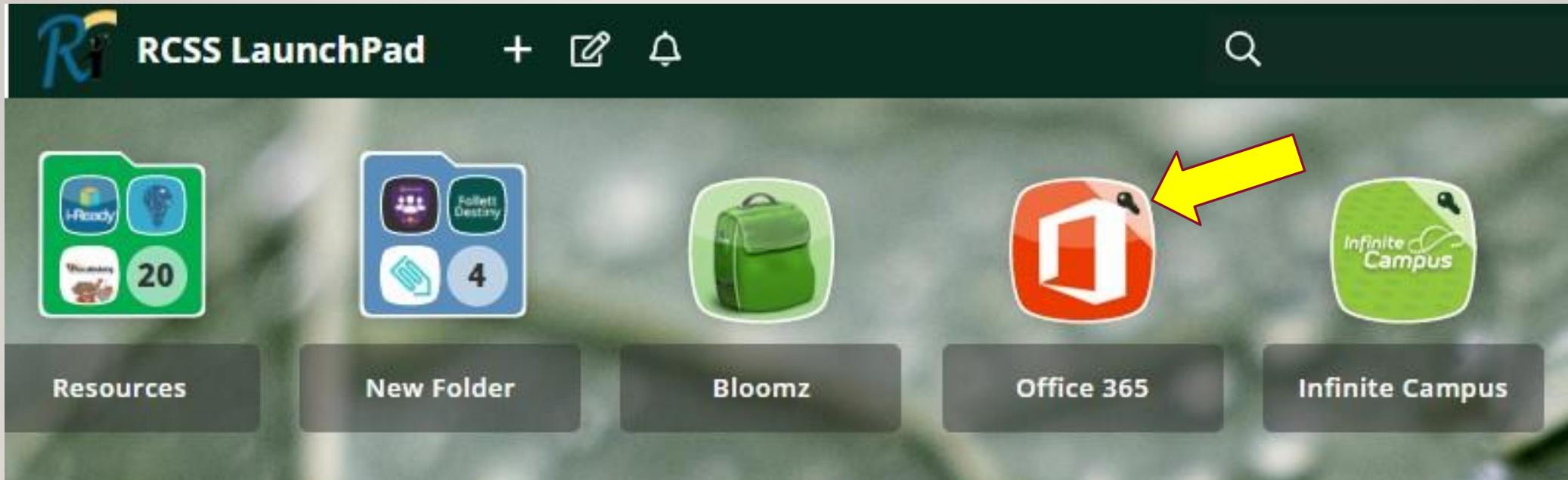


HOW TO ACCESS YOUR MICROSOFT TEAMS

A QUICK TUTORIAL



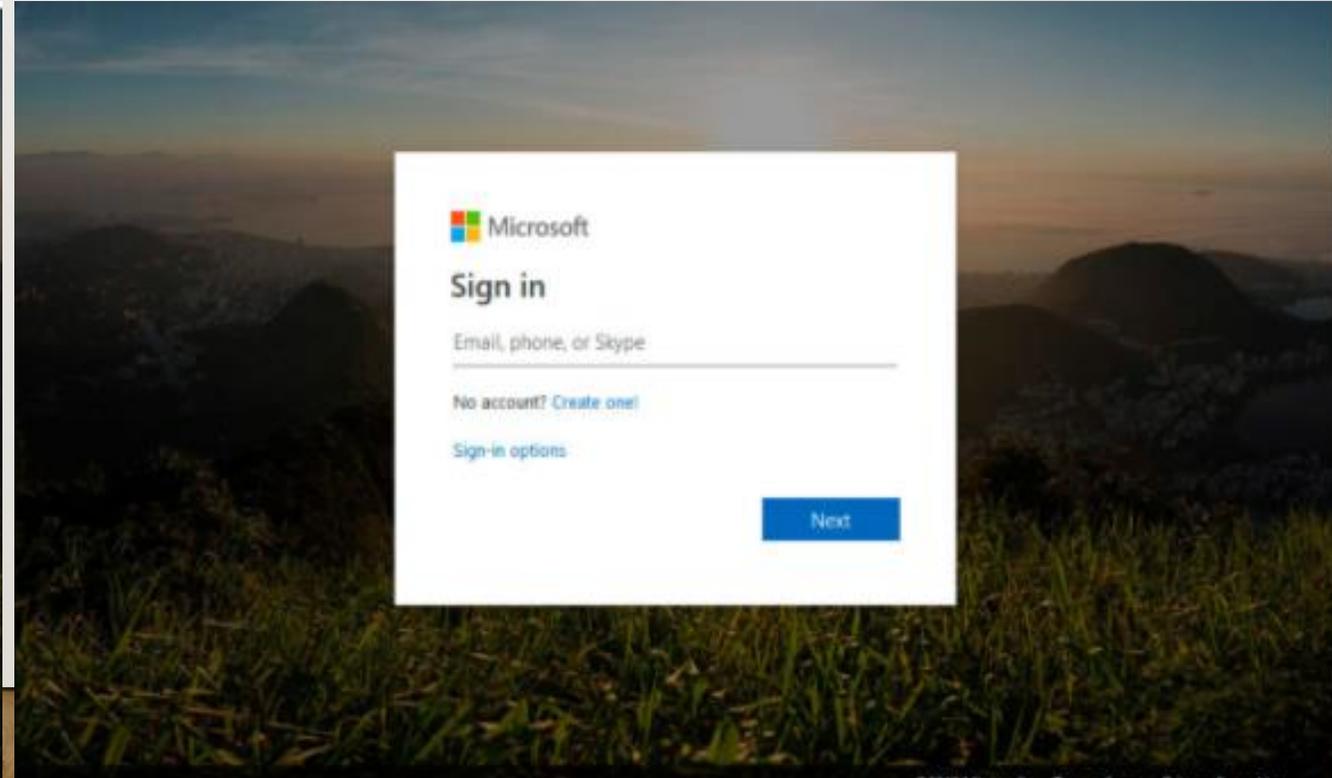
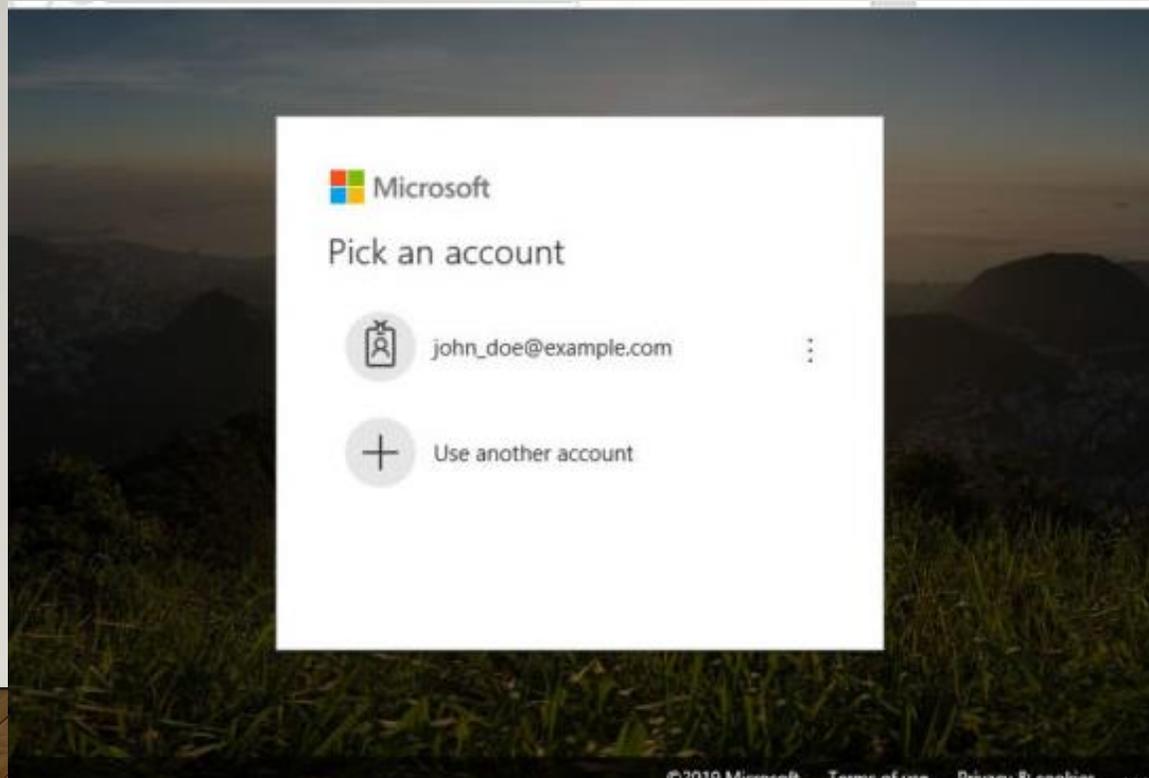
WHEN YOU LOG INTO LAUNCHPAD, YOU NEED TO SIGN INTO YOUR OFFICE 365

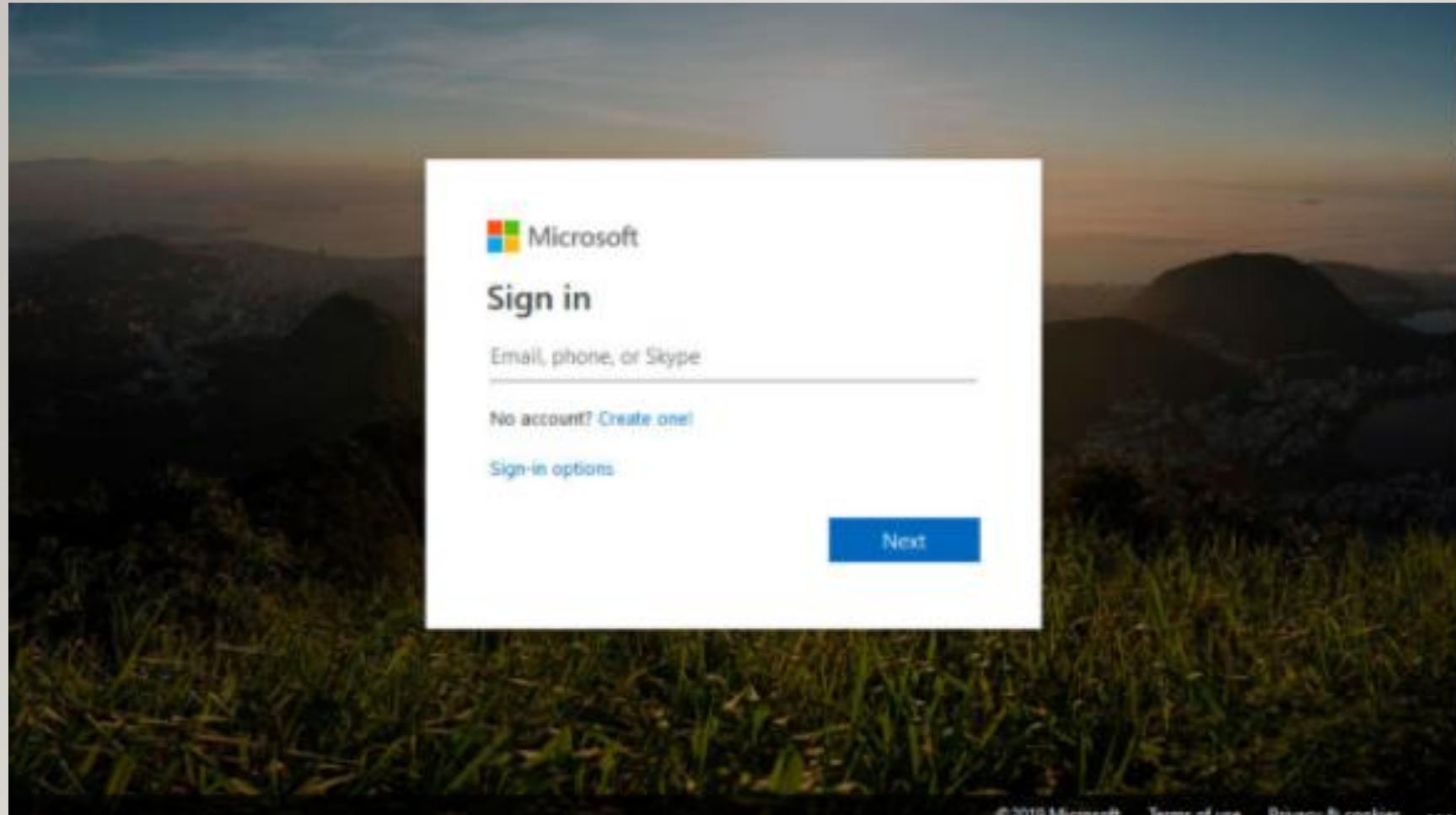


YOU MAY SEE THIS SCREEN WHEN SIGNING INTO MICROSOFT FOR THE FIRST TIME

IF YOU SEE THIS SCREEN 1ST,
CLICK "USE ANOTHER ACCOUNT"

YOU WILL BE PROMPTED TO ADD
YOUR EMAIL AND PASSWORD...





What's Your Email?

Your email is based off your Launchpad login username:

[Your launchpad Username]
@richmond.k12.ga.us

For Example

Student name: John A. Doe
Launchpad Username: doejoa

His email would be:

doejoa@richmond.k12.ga.us





← [redacted] onmicrosoft.com

Enter password

.....

[Forgot my password](#)

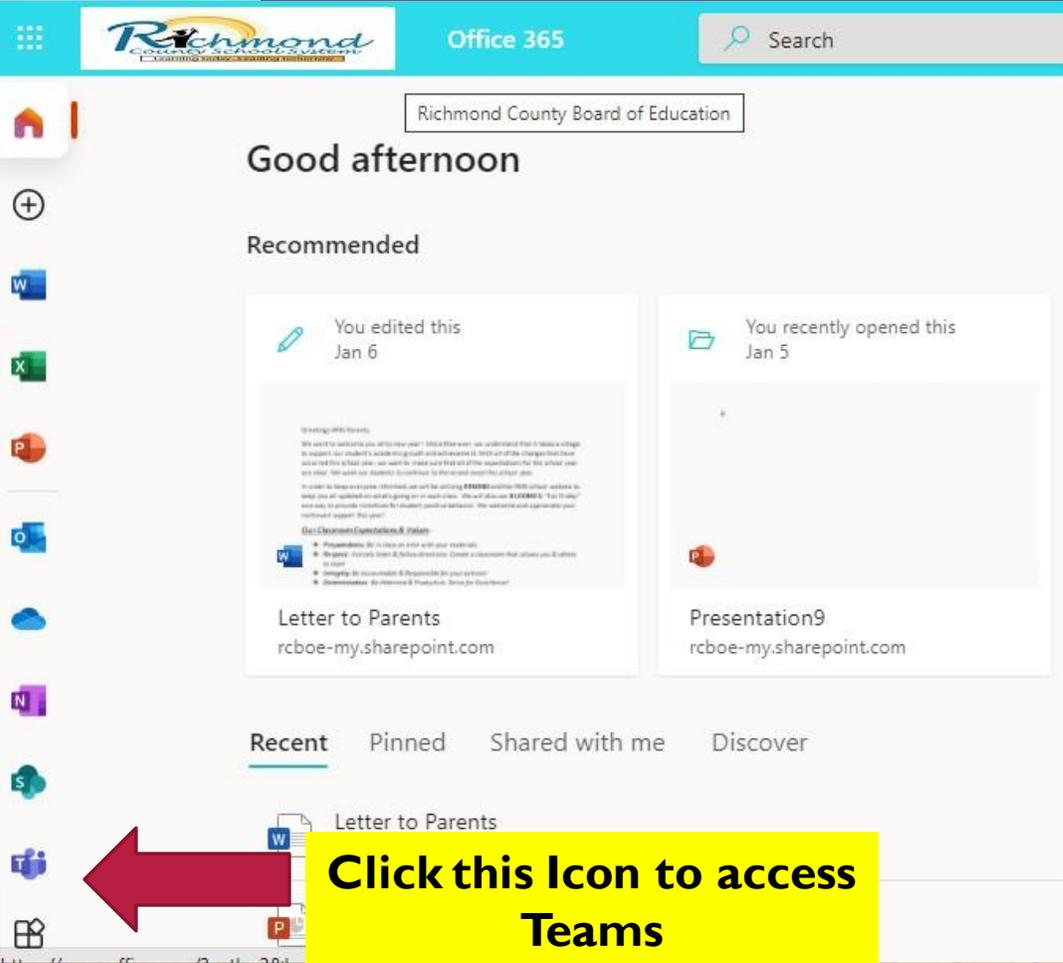
Sign in

What's My Password?

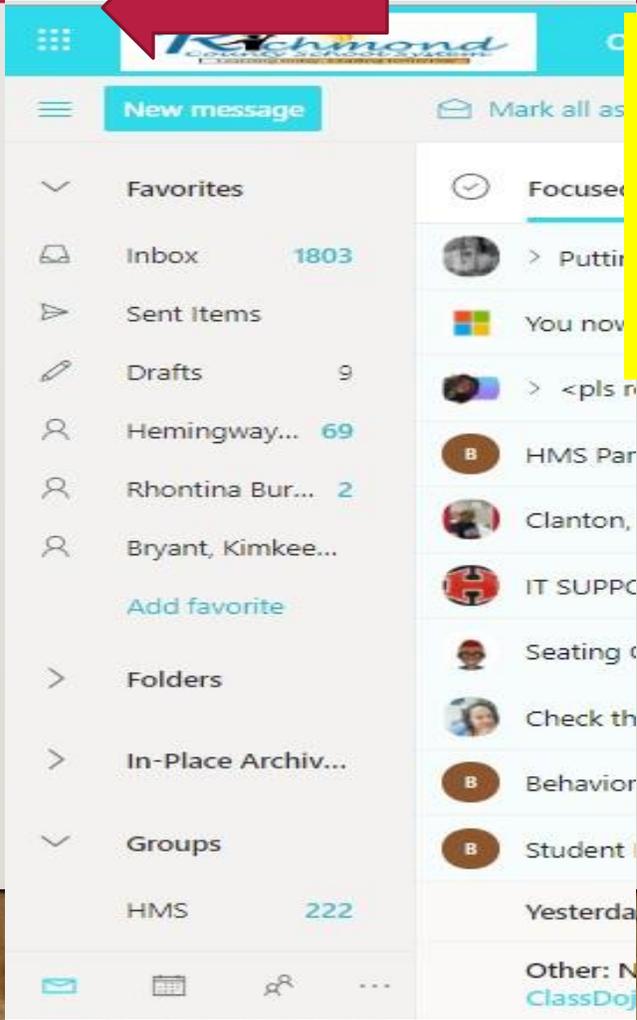
When prompted to enter your password, you will enter the password you use to access your Launchpad.

**Note: If you are a new transfer to Richmond County, you may need to get this information from your teacher*

ONCE YOU SIGN IN, YOU MAY SEE EITHER OF THESE SCREENS...



Or...



This is your email... You will click here to get to your app choices to select Teams

To get from your Microsoft email to your Teams account, click the dotted box

