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 IST, 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 lauchpad Username] @richmond.k12.ga.us

For Example

Student name: John A. Doe Lauchpad Username: doejoa

His email would be: doejoa@richmond.k12.ga.us



What's My Password?

When prompted to enter your password, you will enter the password you use to access your <u>Launchpad</u>.

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

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