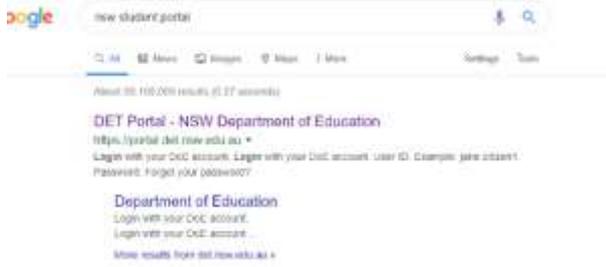


# Login guide for MICROSOFT TEAMS

## STEP ONE - Search 'NSW student portal'



**STEP TWO** - Log into portal using your school log on. The user name and password you use at school for computers.

### Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

Password

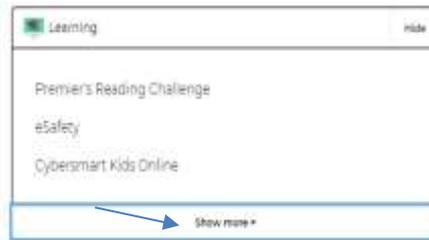
Enter your password

Log in

[Forgot your password?](#)

**STEP THREE** - You will come up in the student portal.

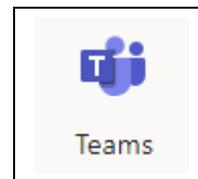
Scroll down the right hand side and under **LEARNING** select 'show more'



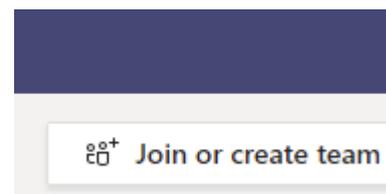
**STEP FOUR** - Select **Microsoft 365**



**STEP FIVE** - Select **Teams**



**STEP SIX** - If you haven't added a team, you will need click the **join a team** button (on the top right hand side of the screen) and **enter the code** supplied to you



**STEP SEVEN** – Once you have entered the code you should see your class.