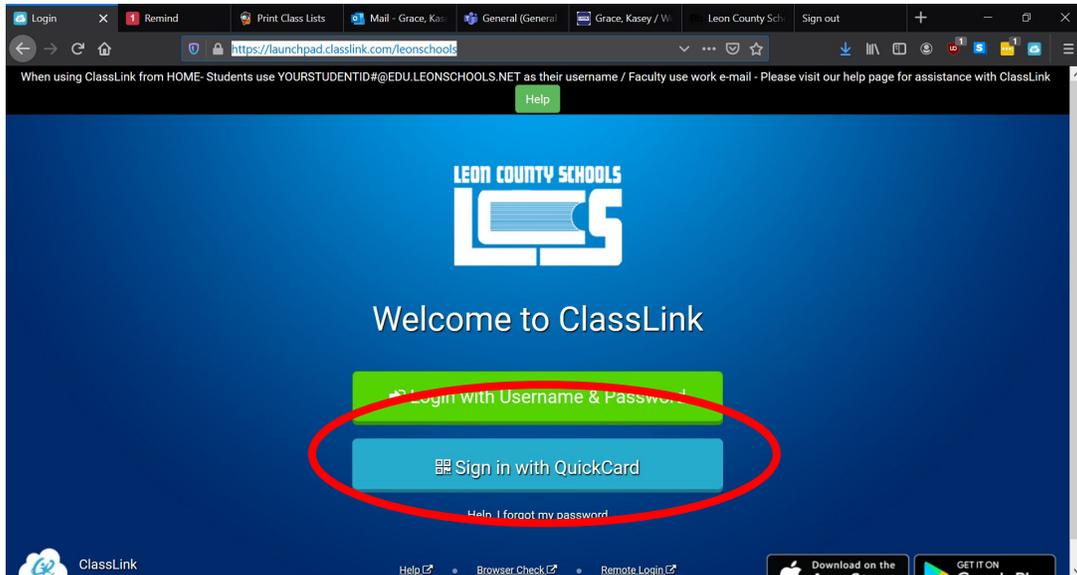
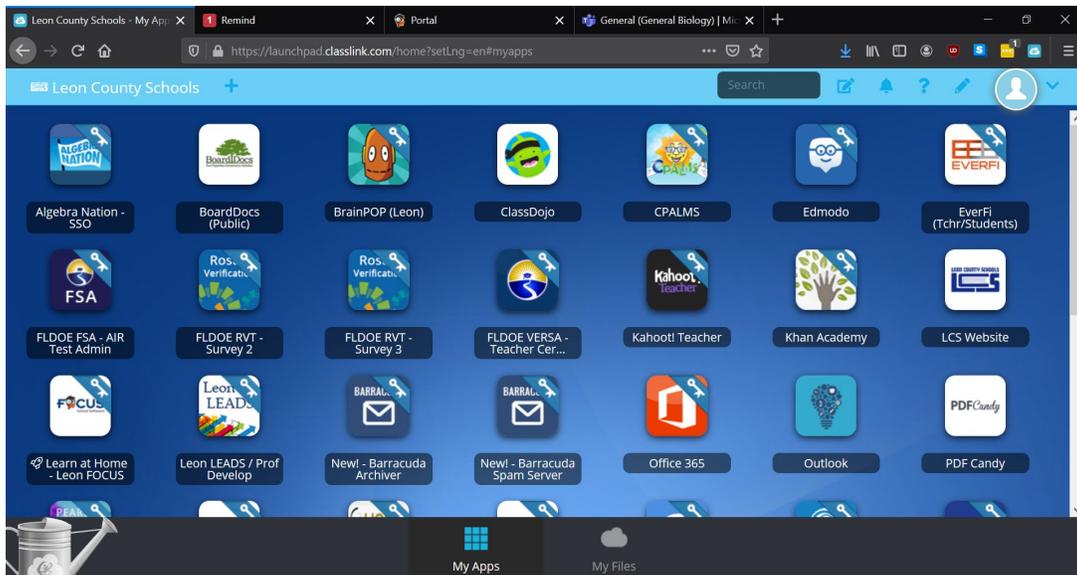


How to Log In to Microsoft Teams

1. Go to ClassLink: <https://launchpad.classlink.com/leonschools>

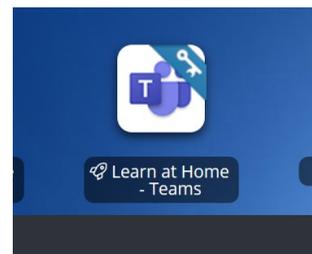


2. Sign-in using your student number and password (same as what you use at school).
3. Once you are in, it should look like this:



4. Click on the “Teams” Icon. It may ask you to sign-in.
Student login: StudentID# @edu.leonschools.net
Password: same as the ClassLink (same as you use in school)

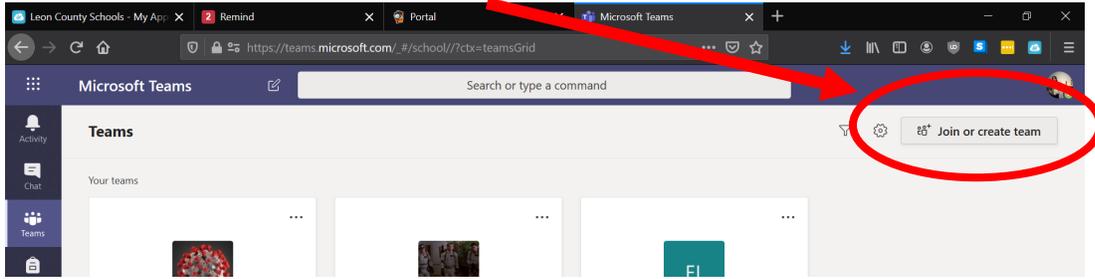
**If you don't know your student ID, it is in your FOCUS, if you don't know that, ask Ms. Grace*



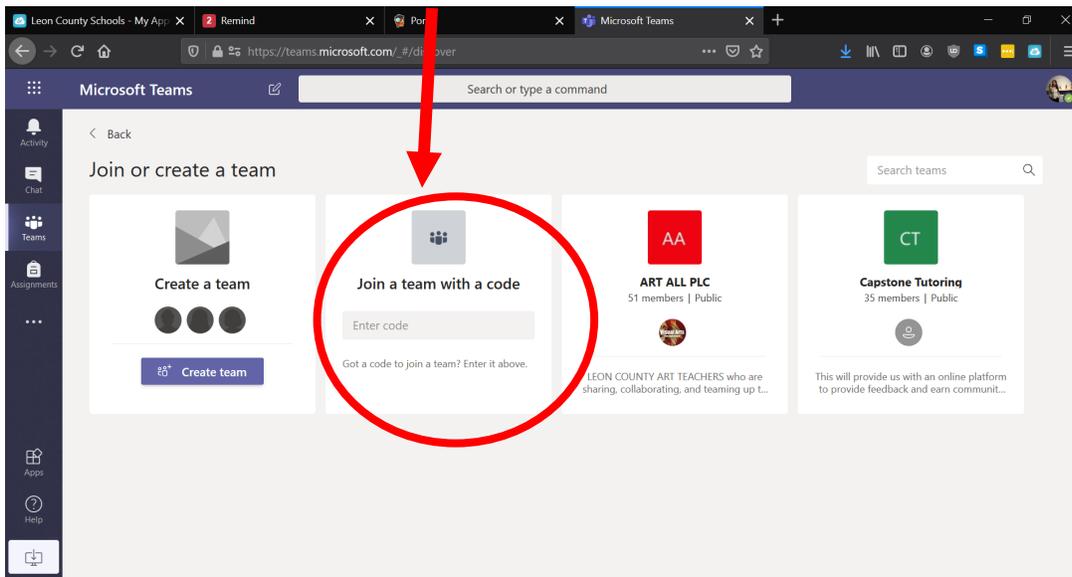
5. Once you login to Teams, all the other Microsoft Outlook suites are also good to go. For instance: Outlook email, SharePoint (for sharing files), Word, PowerPoint, etc.

Adding General Biology “Team”

1. Now you are logged in, add General Biology to your Teams if you have an invitation.
2. No invitation? Join by clicking “Join or create team” in upper right-hand corner.



3. Type or copy/paste in the code: **grln4lm** to the “Join a team with a code” box.



4. You should then be able to see our General Biology Team and everything I've posted there for you.

