

PARENT REFERENCE GUIDE FOR OFFICE 365 AND MICROSOFT TEAMS

Seaford UFSD

March 30, 2020



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THE PURPOSE OF THE IS GUIDE IS TO HELP
YOU ACCESS YOUR CHILD'S OFFICE 365
ACCOUNT THROUGH THE INTERNET

FIRST: GO TO THE HARBOR OR MANOR MAIN PAGE.

The screenshot shows the Manor School website. The header includes the Seaford Union Free School District logo and the school name. A navigation menu contains links for Home, Administration, Departments, Parents/Students, and Teacher WebPages. A main content area features a photo of students reading together with the caption "Reading With a Buddy at Manor". To the right is a "Manor Quick Links" sidebar with the following items:

- Click here for a video from Mrs. Emmerich
- Principal's Message
- Office 365 - Microsoft Teams Login Page
- Go Math! - Thinkcentral
- Join our Twitter Feed!
- Friday Morning Announcements
- Character Counts
- Electronic Platforms for Remote Learning

This is a close-up of the "Manor Quick Links" sidebar from the Manor School website. The links are as follows:

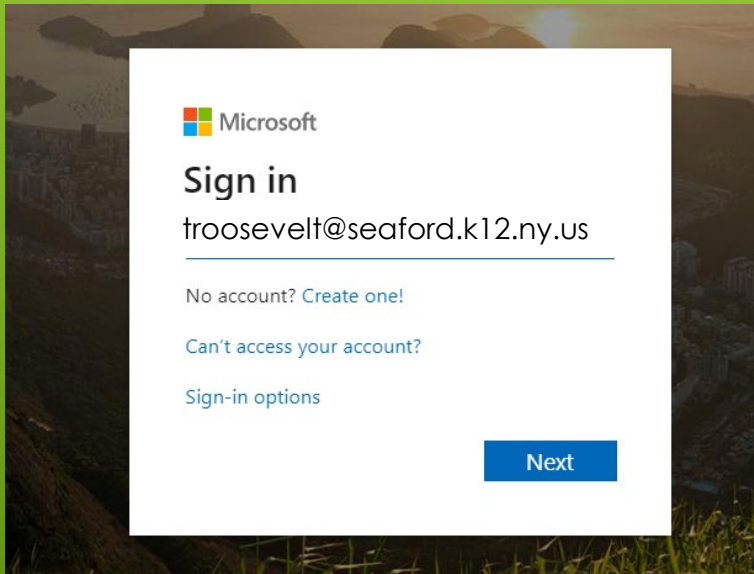
- Click here for a video from Mrs. Emmerich
- Principal's Message
- Parent Directions for Think Central and Microsoft Teams
- Office 365 - Microsoft Teams Login Page** (highlighted in yellow)
- Go Math! - Thinkcentral
- Join our Twitter Feed!
- Friday Morning Announcements

The screenshot shows the Harbor School website. The header includes the Seaford Union Free School District logo and the school name. A navigation menu contains links for Home, Administration, Departments, Parents/Students, and Teacher WebPages. A main content area features a photo of students working at a table. To the right is a "Harbor Quick Links" sidebar with the following items:

- Cafeteria Menu
- Code of Conduct
- Dignity for all students act
- Incoming Kindergarten 2020
- Need Parent Portal Help?
- Shared Decision Making

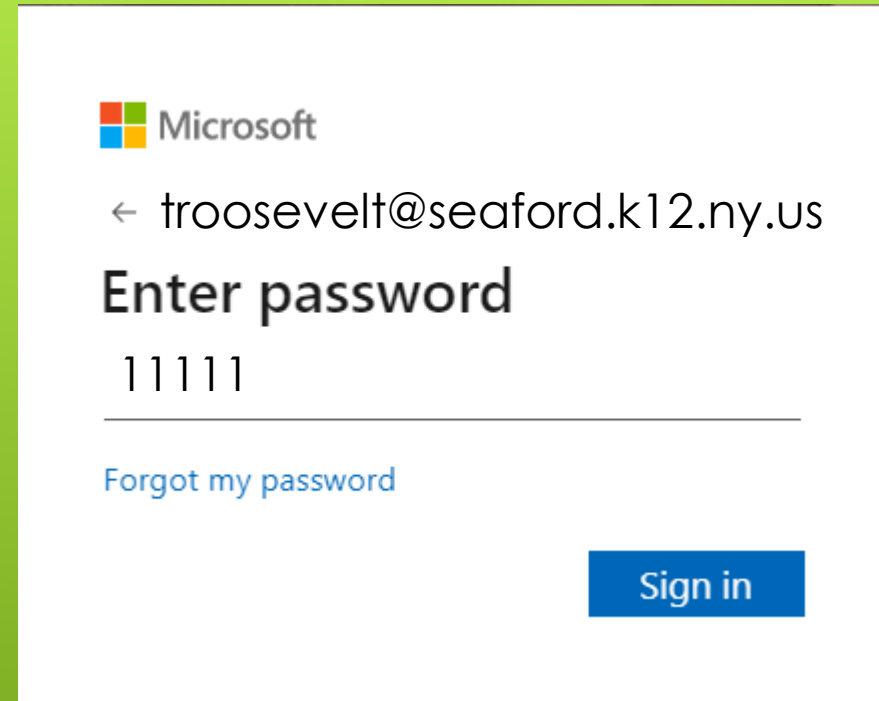
Then click on the Office 365 – Microsoft Teams Login Page

Click on Sign In

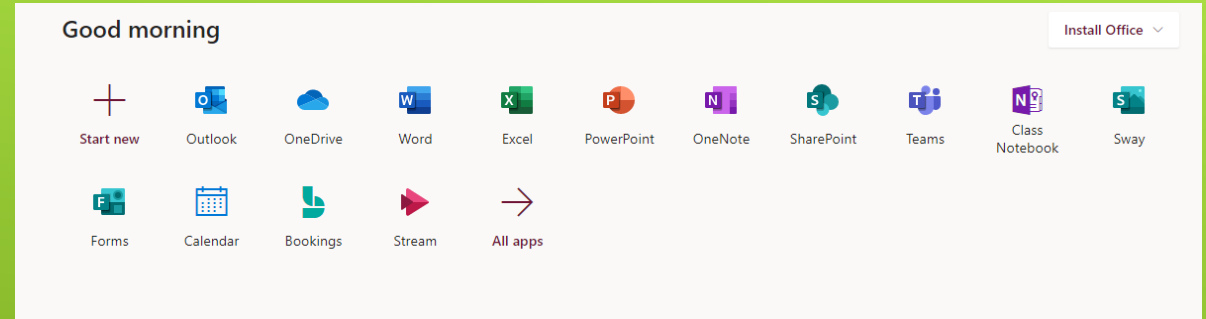
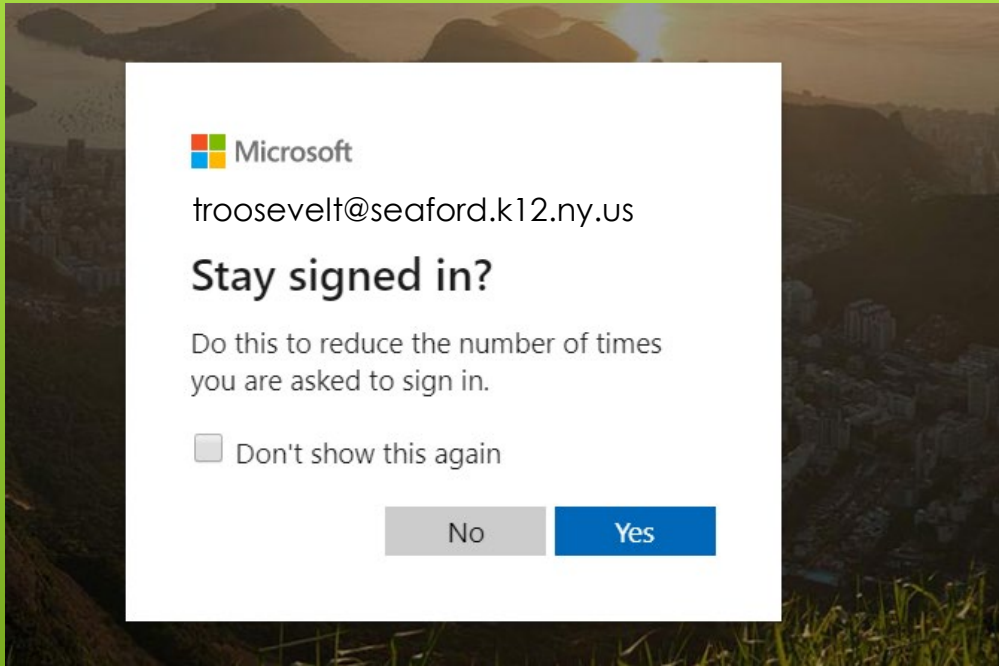


Login with your child's seaford email and password

EX.
troosevelt@seaford.k12.ny.us



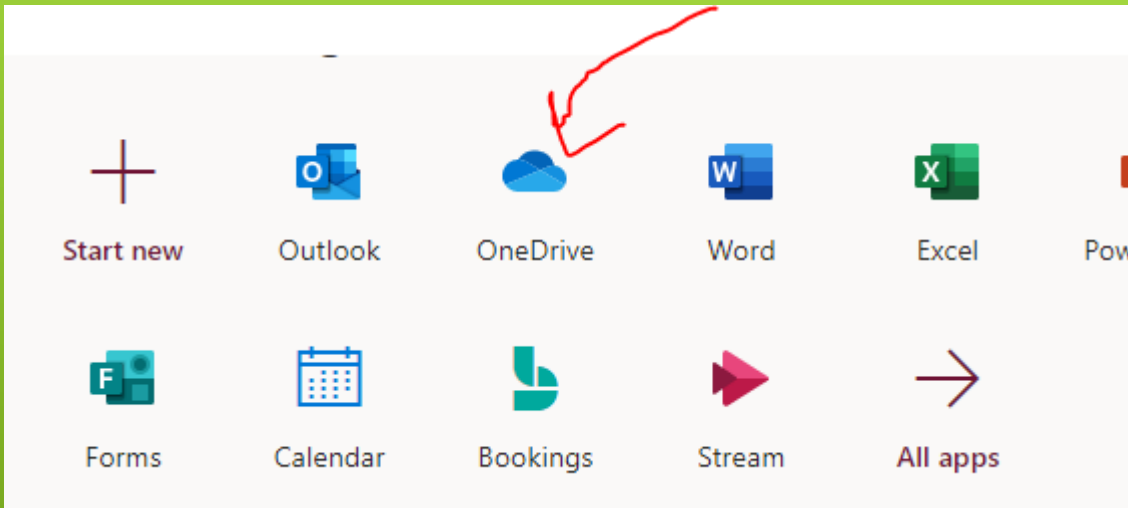
Please contact your child's teacher or building administrator if you do not know their email or password.



You may get a screen like this. Click yes so that you will not have to login every time your child goes to their account

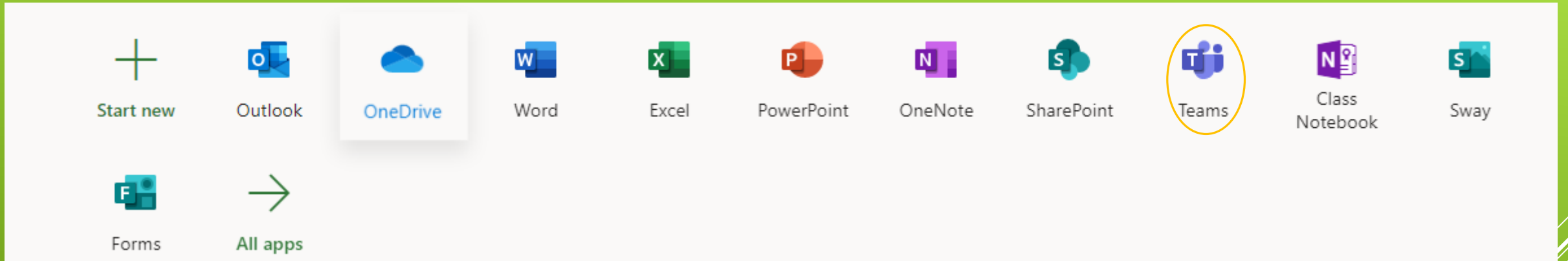
You will get a screen that looks like this. When you click on any of the icons you will be brought to the online version of that program.

Click on all apps if you do not see these programs

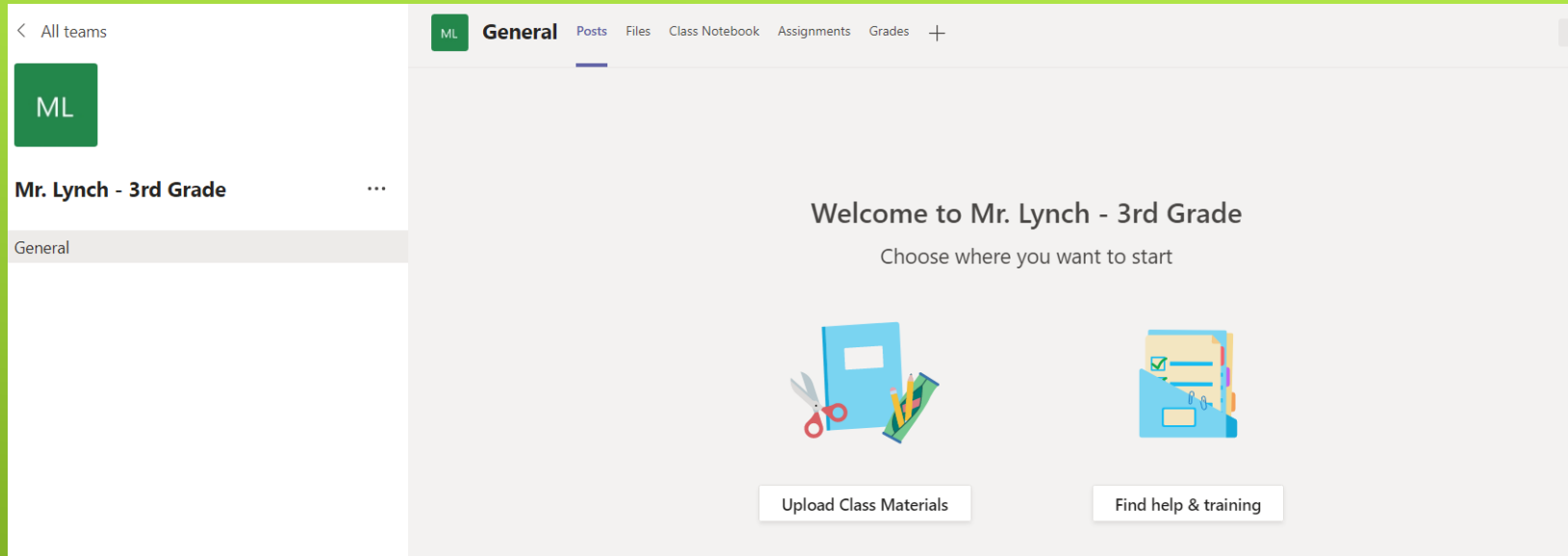


Files created in any of the programs (Word, PowerPoint, etc.) will automatically be saved to your OneDrive

MICROSOFT TEAMS



Your child's classroom teacher may be using Teams to share work with their students. If so click on Teams.



Once in Teams you will see a screen like this one.

Here is a great link from Microsoft on how to use [TEAMS](#).