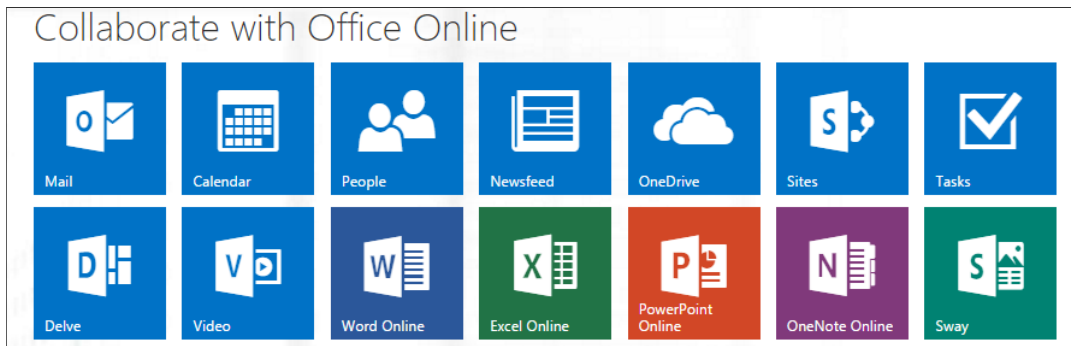
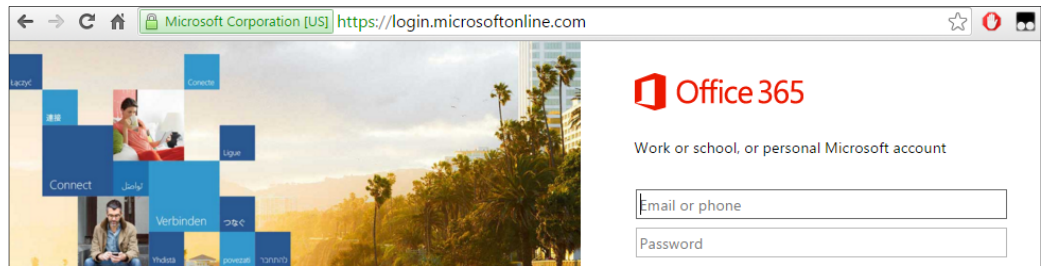


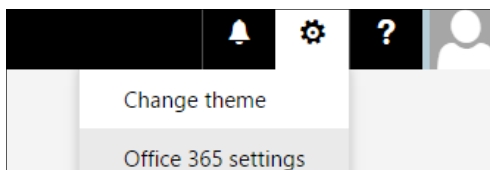
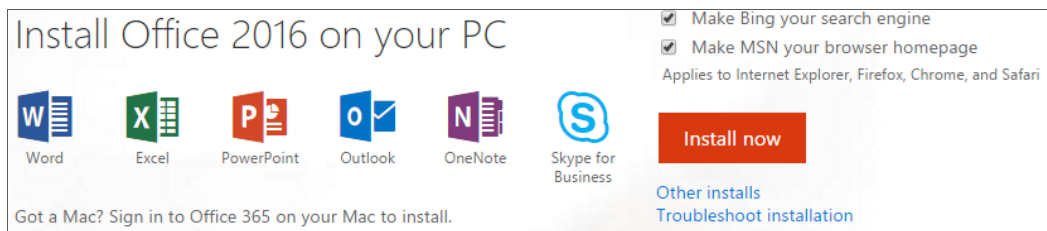
Students, you can obtain your email address from StudentVUE (under Student Info in the left navigation pane), your password is your computer password.

Go to [login.microsoftonline.com](https://login.microsoftonline.com) to log into your account.



With O365 you get email and Office Web Apps, including 1 TB of online storage on OneDrive for business.

With your Office 365 account, you also get 5 licenses of Office 2016 to install on personal computers, Mac or PC.

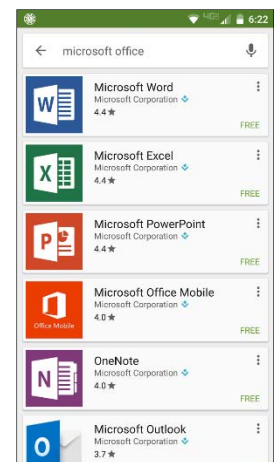


Click on the gear icon, then Office 365 Settings in the upper right hand corner. From here, you can manage settings for your Office 365 environment and manage the Office 2016 installs you have out there.

Microsoft provides Office apps for Android, iOS and Windows mobile devices which can be found in their respective mobile app stores (these do not count against the 5 Microsoft gives you).

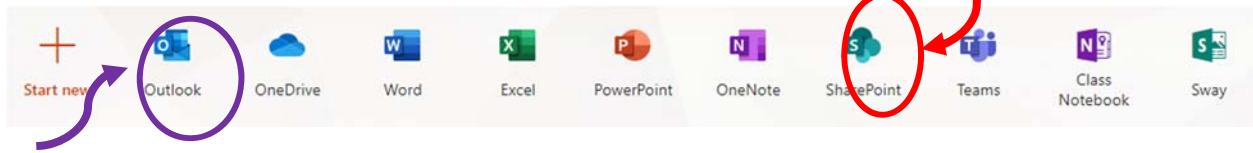
Below you'll find some info that will help you set up email on your personal mobile devices, you may not need all of this info depending on your device and email client of choice.

- Email Account Type:** Choose either "Corporate" or "Exchange"
- Username:** [youremail@student.phoenixunion.org](mailto:youremail@student.phoenixunion.org)
- Domain\Username:** [youremail@student.phoenixunion.org](mailto:youremail@student.phoenixunion.org)
- Server:** outlook.office365.com
- Port:** 443
- Security Type:** SSL

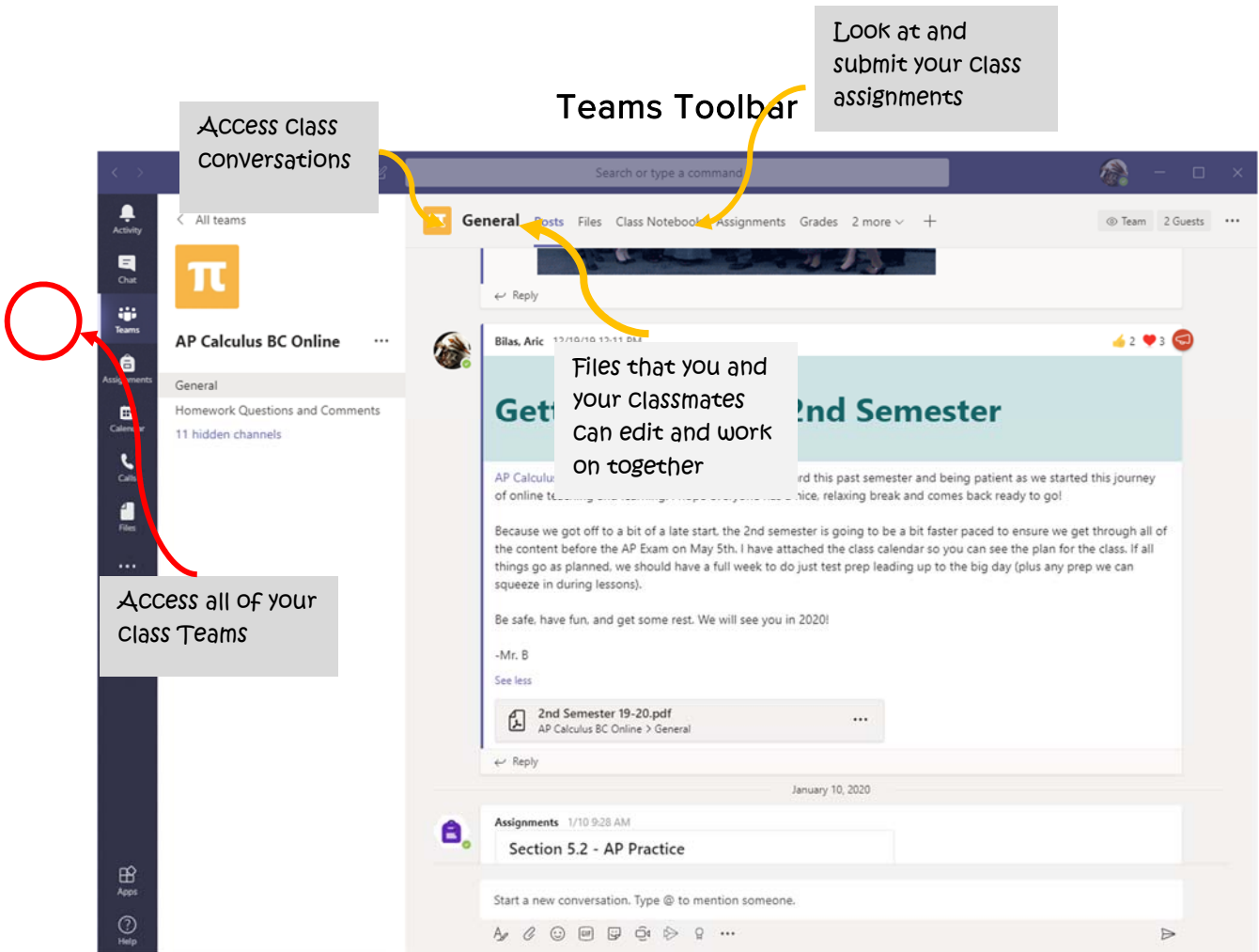


# How to Access Teams

Where you go to access your classes- assignments, notebook, conversations, Office 365 Toolbar etc.



Go here to store files online or create new documents.



Access Class Conversations

Teams Toolbar

Look at and submit your Class assignments

Access all of your Class Teams

Files that you and your classmates can edit and work on together

2nd Semester 19-20.pdf

Section 5.2 - AP Practice