



HOW TO ACCESS MICROSOFT TEAMS FROM ANY DEVICE

All students in Washoe County School District have access to Microsoft's Office 365. Accessing Office 365 will give students the ability to use web-based versions of Microsoft's Teams, Office, and

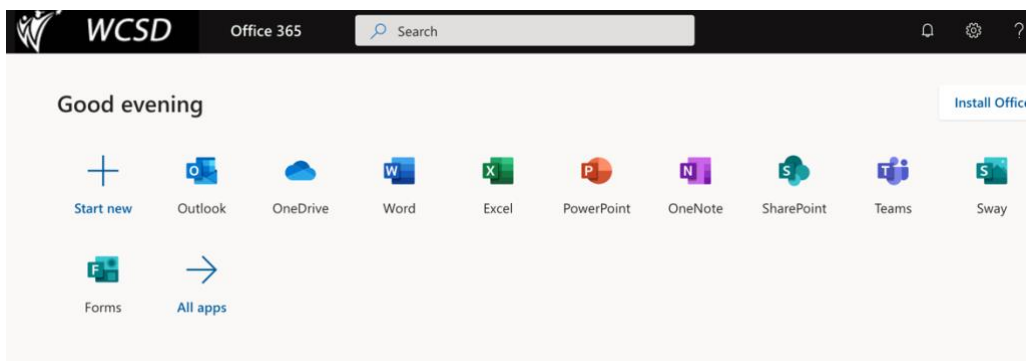
OneDrive applications and will also **allow them and their family to download these applications (maximum of 5 downloads per student)**. This will ensure that students, parents, and teachers have the tools they need to collaborate and share data from **any device** that is connected to the internet.

How Students Can Access Teams and Office 365 from Home

1. Start by Searching for "[WCSD Office 365](#)" or go directly to <https://www.office.com/>

- **Username** - You will need to use your student ID followed by @washoeschools.org for your username. (Example Student: 1234567@washoeschools.org)
- **Password** - You will use the same password required to log into the school computers. If there are any issues with this password, please contact JDillard@WashoeSchools.net to have your password reset.
- **Federation** - If you are using a pc, mac, or mobile device not connected to the district's network you will be asked for your user name (Example Student: 1234567@washoeschools.org) and password once more.
- **Resetting Your Password** - Please contact JDillard@WashoeSchools.net to have your password reset.

Accessing Microsoft Teams and Office 365 Applications



1. Once you are logged into MS Office 365, click the App you would like to use.

2. All the Apps, Including Teams, can be downloaded or used from your browser on any device.

3. If opening Teams, once your student opens the application they will have access to the majority of their classes and coursework.

If you are having any difficulty finding a particular teacher's coursework, feel free to email them using the [Reed's Staff Directory](#) at the following link:<https://www.washoeschools.net/reed>