

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the page, framing the central text.

# The Parents' Guide to Microsoft Teams

# What is Microsoft Teams?

- Think of Microsoft Teams (Teams) as your child's link to learning.
- Teachers use Teams to share assignments, homework, video chat, and correspond with students.

# Getting Started

Your student will be able to log in with their username `@stu.livingston.kyschools.us`

If you are unsure what your child's username is contact their teacher.

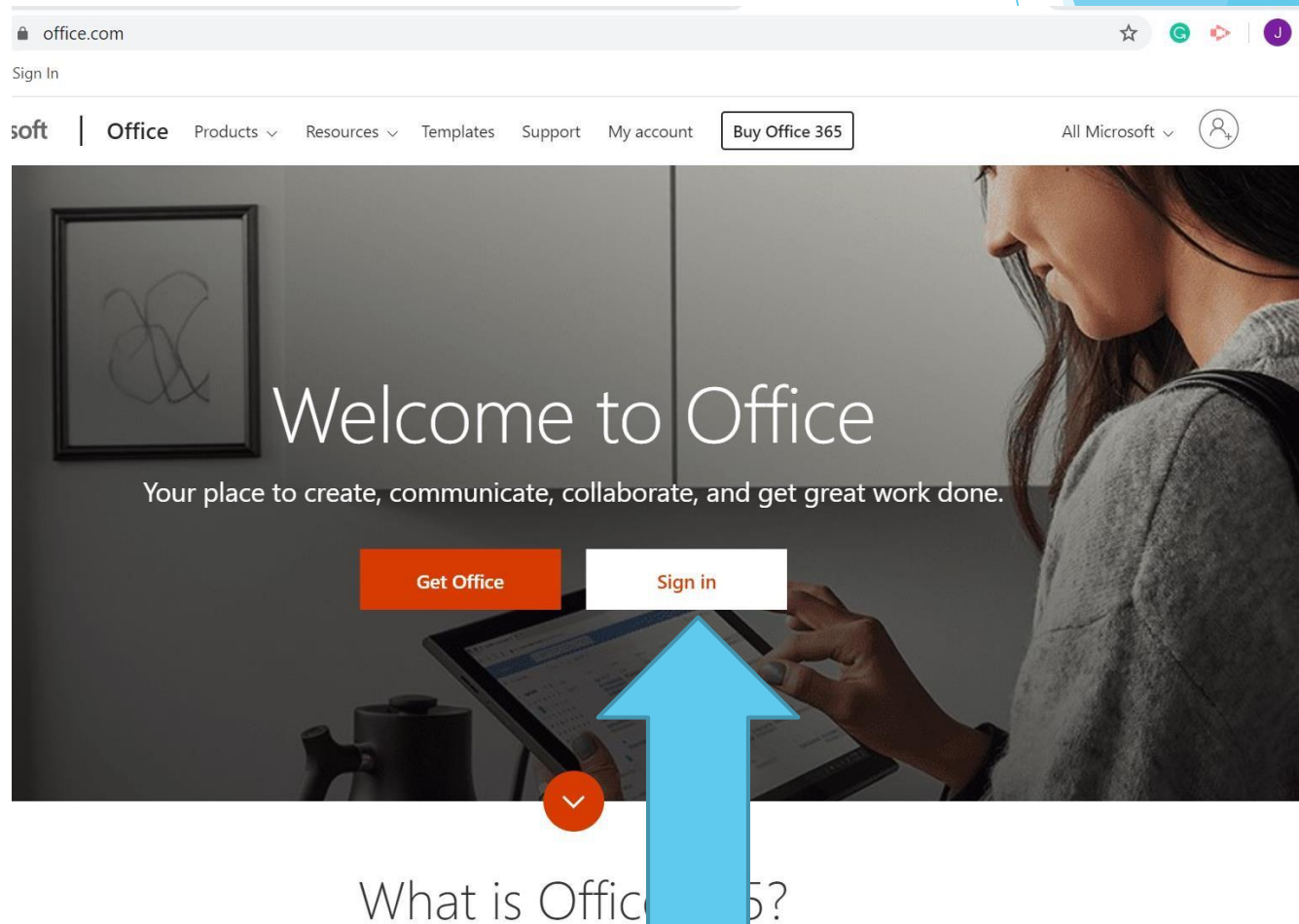
# Getting Started

1. In any browser go to [office.com](https://office.com) OR to the district webpage and select Student Email.



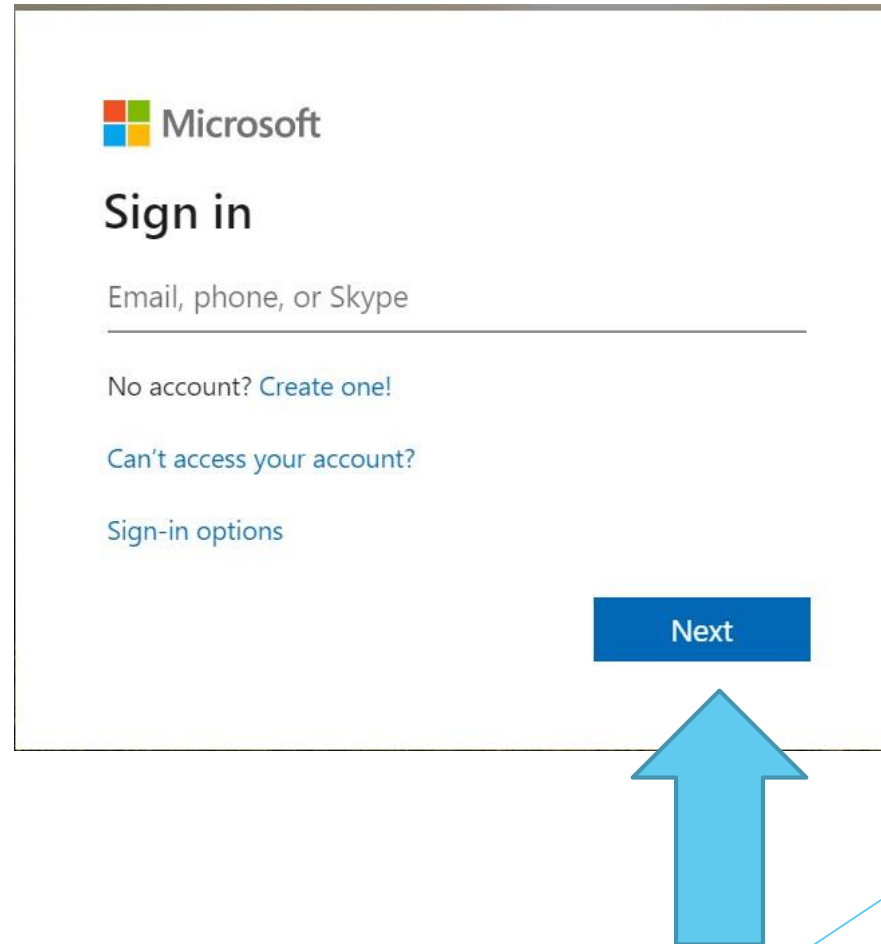
# Getting Started

## 2. Click “Sign in”



# Getting Started

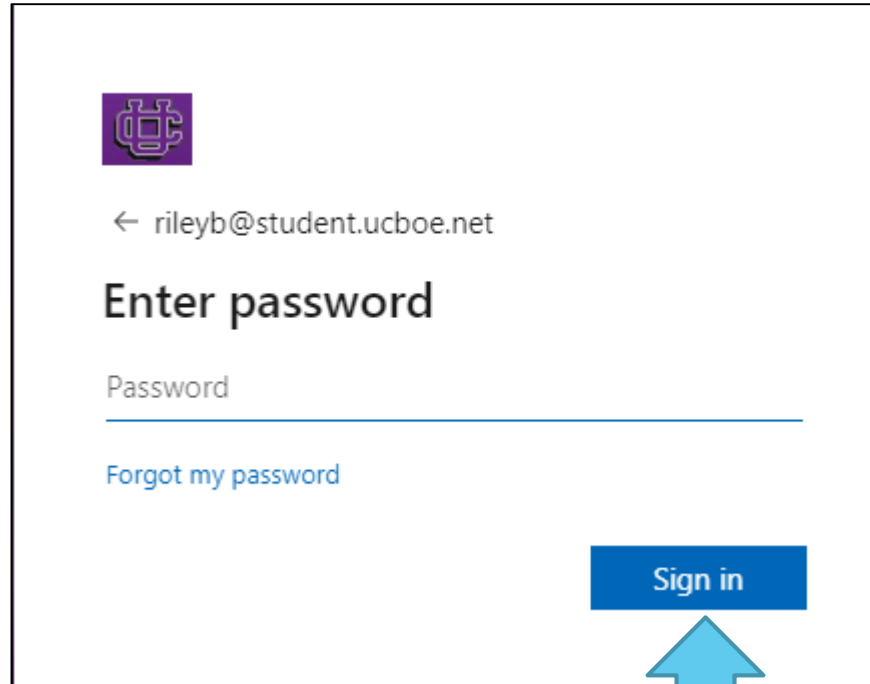
3. Type your child's username [@stu.livingston.kyschools.us](mailto:username@stu.livingston.kyschools.us)  
Click "Next"




The image shows a screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the form is a blue button labeled "Next". A large blue arrow points upwards from the bottom of the page towards the "Next" button.

# Getting Started

4. Type your child's password. If you do not know your child's password, please contact their school.





← rileyb@student.ucboe.net

## Enter password

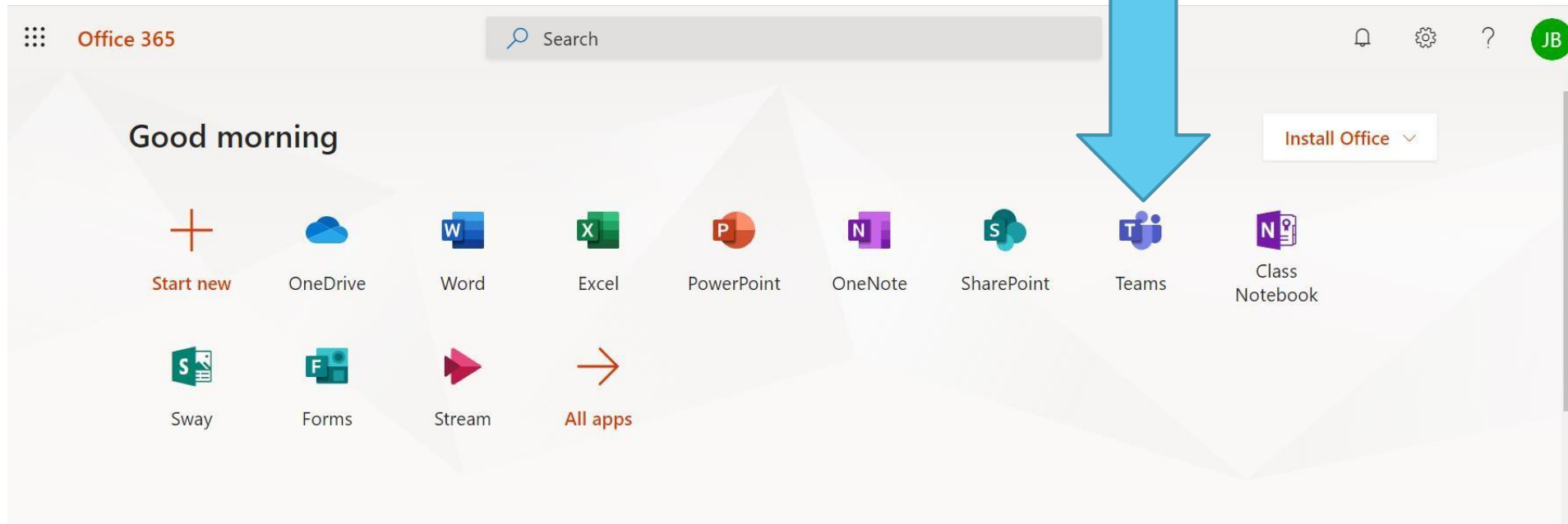
Password

[Forgot my password](#)

**Sign in**

# Microsoft 365

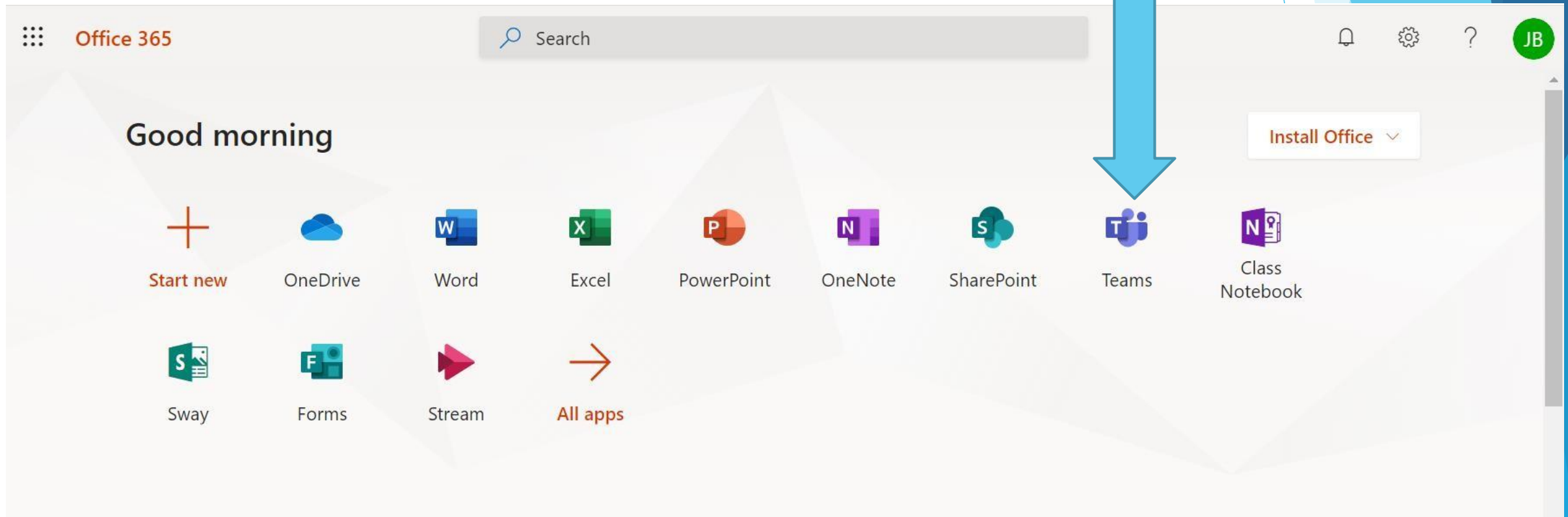
- Once you are logged in you will see you have access to all of the Microsoft 365 apps. This is also where you will find Teams





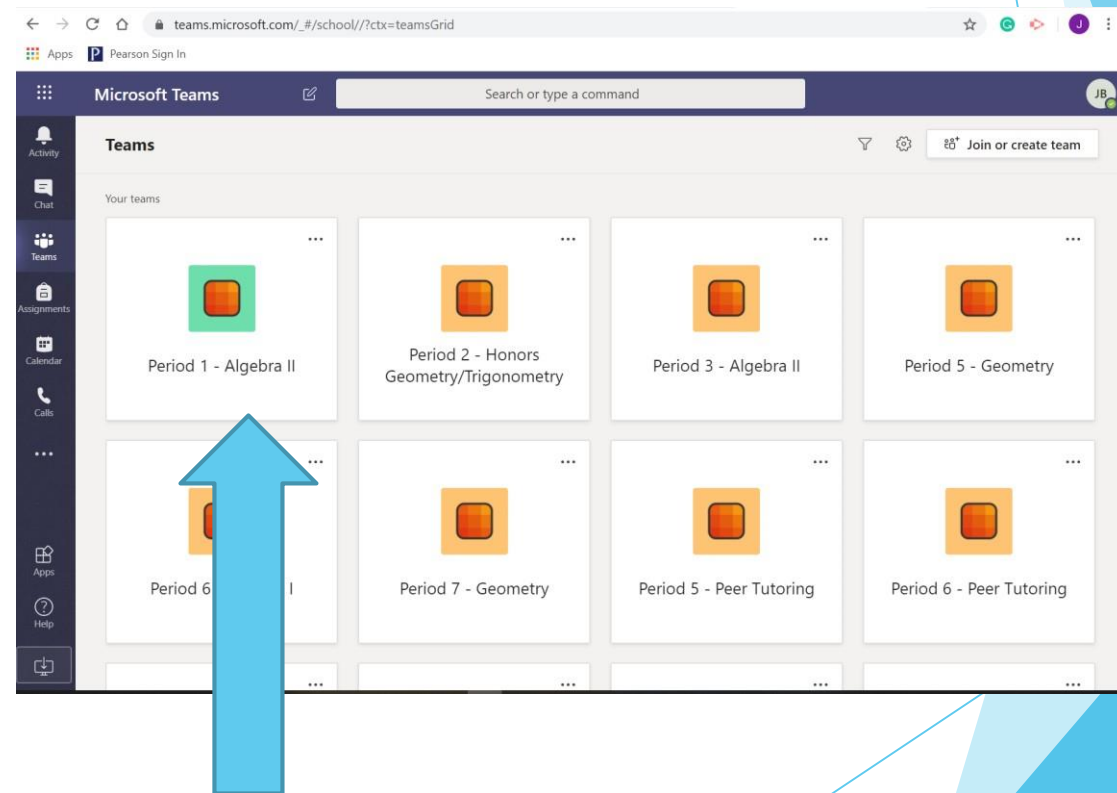
# Navigating Teams

1. Click on the Teams Icon.



# Navigating Teams

- Click on the Class you wish to view.



# Navigating Teams

1. Menu of Teams - To get back to other teams
2. Current Team - The Class you are currently looking at
3. Chat - Private chat with teacher
4. Assignments - If teacher assigns work through teams this is one of the places it can be found
5. Calendar - This is where meetings with the teacher will be found.
6. Team Stream - If your student has a question for the teacher or is ok with the class seeing the question. This is also for class discussions.
7. Tabs - Places that your teacher wants you to easily access. (Class text book, Class Notebook, assignments, etc.)

The screenshot shows the Microsoft Teams interface. The top navigation bar includes the Microsoft Teams logo, a search bar, and a user profile icon labeled 'JB'. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Help. The main content area is divided into two sections. The top section shows a list of teams, with 'All teams' (1) and 'Period 5 - Geometry' (2) visible. The bottom section shows the 'General' channel of the 'Period 5 - Geometry' team. The channel header includes the team name, tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and '1 more' (7). The channel content shows a message from 'Jacquelyn Buckley' (JB) dated February 5, 2020, with a link to 'Your Book'. Below this is an assignment titled 'Maze Worksheet' due on February 10, with a 'View assignment' button. The bottom of the screen shows a text input field with a '6' callout and the prompt 'Start a new conversation. Type @ to mention someone.'

# Access Anywhere!!

Available across Mobile platforms



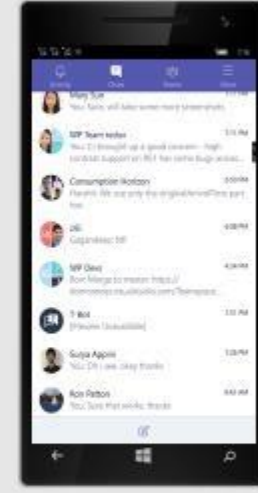
iPad



iPhone



Android



WP

Available in 181 markets and 25 languages to empower every individual to achieve more together



# Questions?

Email your Childs teacher!