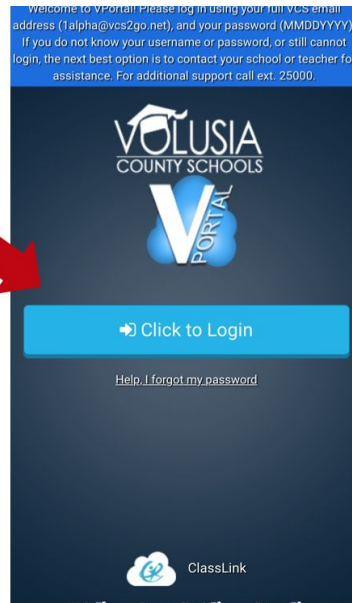
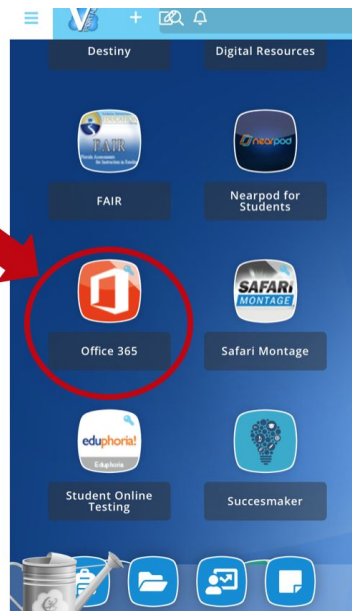


# How to Access Microsoft Teams for Volusia County Schools:

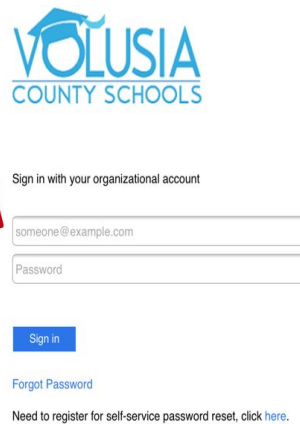
1. Go to VCS VPortal and log in. Your login is your VCS email and your password is your birthday (MM/DD/YYYY)



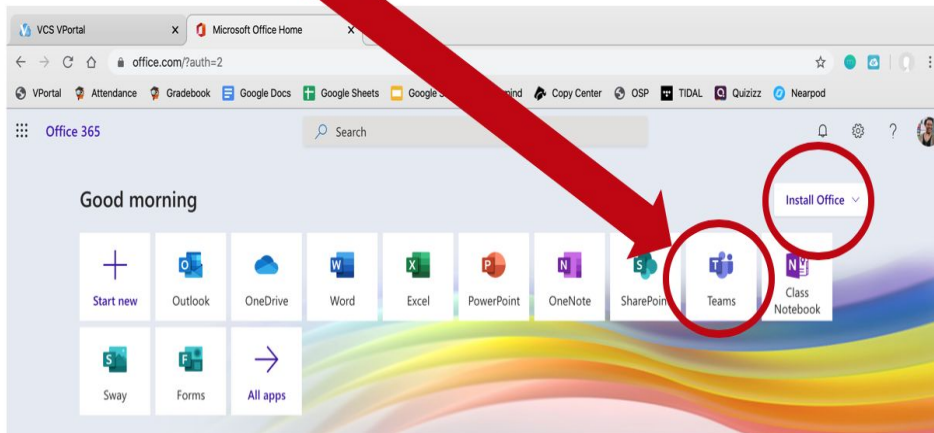
2. Once logged into VPortal, you will see several apps on your screen. Find the app that says *Office 365*. This will give you access to the entire Microsoft Office Suite for free!



3. When you click on Office 365, it will ask you to login in again for security. Remember, your login is your VCS email and your password is your birthday (MM/DD/YYYY)



4. Once logged in to Office 365, you have 2 options. You can click on the *Teams* icon on your dashboard and access Teams that way, OR, you can click on the *Install Office* con to download Office 365 onto your computer (which includes Teams)



5. After your have either clicked on or downloaded Teams, you should be able to view your Teams dashboard. This will show you what Teams you have been added to!

