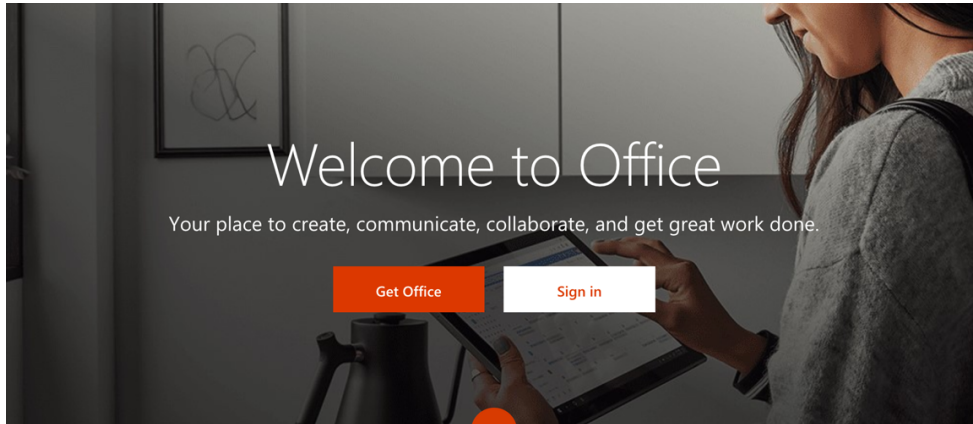# SML Microsoft 365 Accounts for Students - Cheat Sheet

To log into your student Microsoft 365 account, perform the following steps

Navigate to www.office.com and click the Sign In button


Enter your St. Mark's username followed by **@stmarks.la** and click Next. You will now see our St. Mark's Blue Ribbon wall as the background image and our logo above the password section with a reference to this document at the bottom. You know you are in the right place.

- As you know, your username is your first name, last name, birth month and day (as 4 digits). For example, it would be janedoe0609 if Jane Doe's birthday is June 9th
- In our computer lab and other services, you just need your username alone to log in
- For Unified Classroom in PowerSchool (grades 5-8) you enter your username followed by the, **very similar**, **@stmarks.ws**
- **For Microsoft 365** all St. Mark's users need to use the **@stmarks.la** after their username
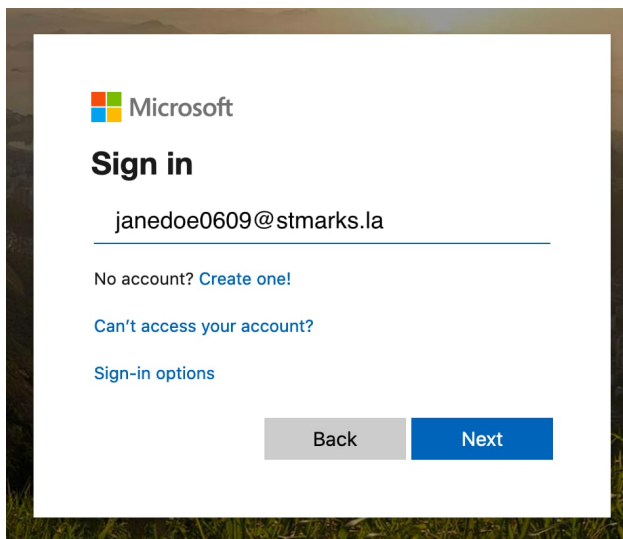
Enter the password **Lion2019!** and click Sign In
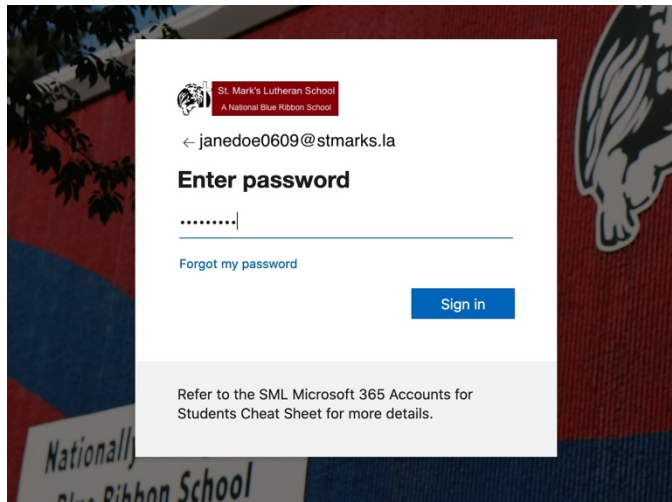
You will see a Welcome screen, feel free to go through the welcome items and then close the welcome screen by clicking the x in the right corner of it.
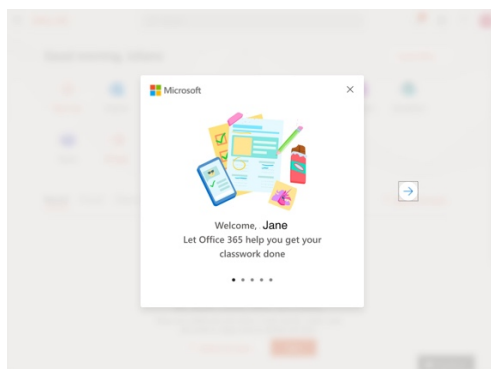

You will land on your Office 365 dashboard – Well done!

Note: St. Mark's student accounts are web based only – you cannot install the Microsoft Office Suite on your home computer with this account
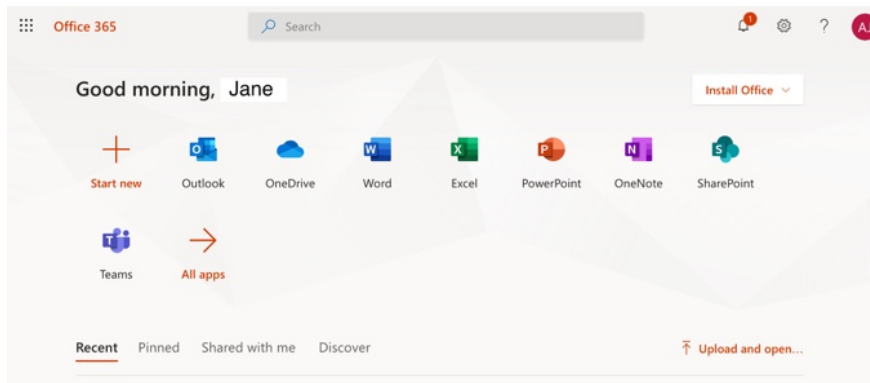
Click the Teams icon on your dashboard and you will be taken to a Microsoft Teams page where it will offer to let you download the Teams desktop app. For now, just click the "Use the web app instead" link. You can download Teams at another time if your computer and operating system can support it. The Teams web app will open in a new browser tab. Depending on the operating system you are using; you may need to close the download dialog or screen first.
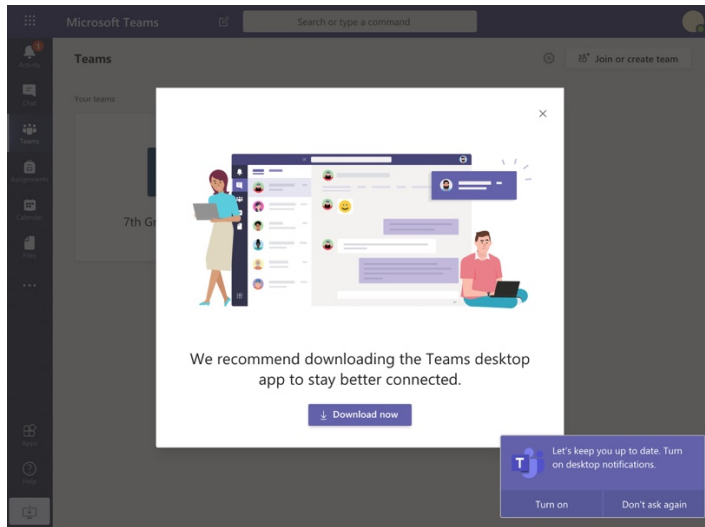

You will end up at your Teams dashboard which will display any classes you are set up in as well as some welcome messages since this is the first time you are here. Just click on any class tile to see everything happening there.
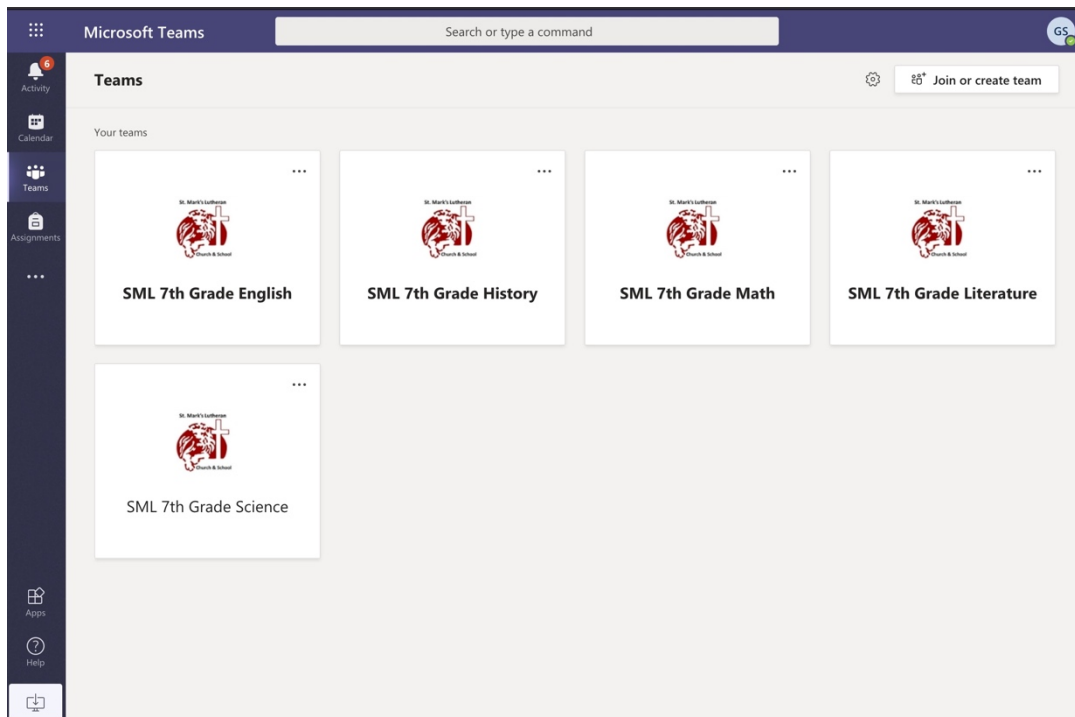
Joining a Live Class Meeting in Teams

In the following set of pictures, the class meeting is in the Tech Resources class and the student is Test Student. Test Student is using the Google Chrome browser which is one that works well for Microsoft Teams. Test Student would just click the Tech Resources tile to enter the Tech Resources class.
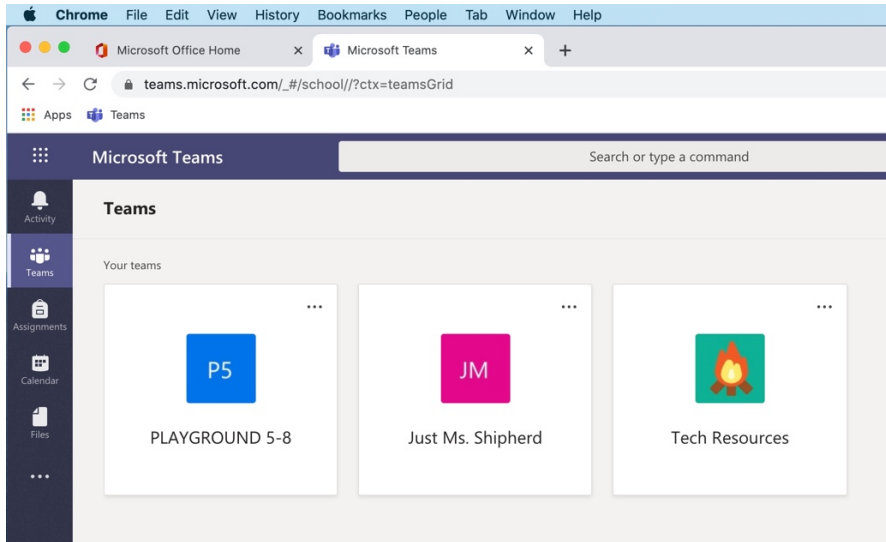

Every class, or Team, will have a General channel. When your teacher has scheduled a meeting, the invitation will go to a variety of places, but it can always be found in the Class general channel. If the meeting is in progress, you will see a Join button that will take you to the join meeting screen where you can decide if you want to turn off your video camera (if you have one) and if you want to mute microphone (if you have one). Note: teachers can also mute everyone.
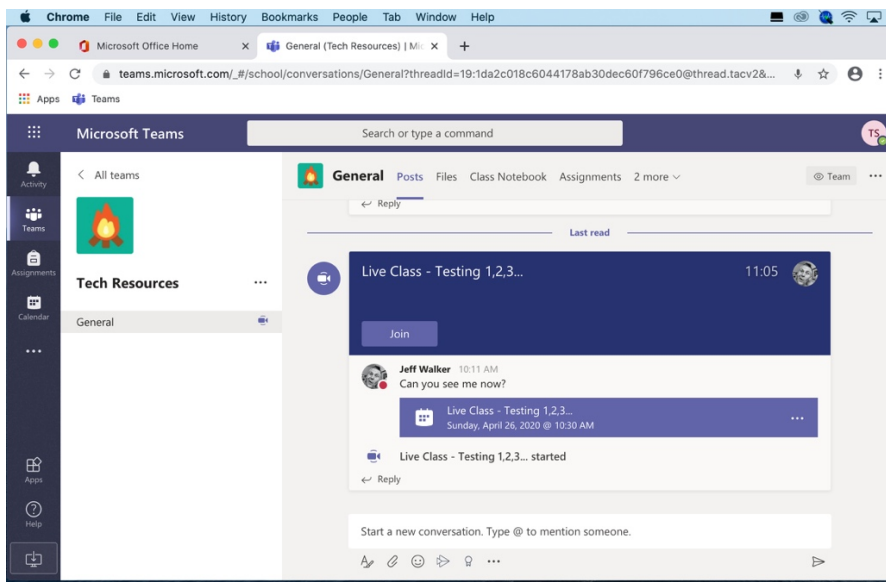
If the meeting was not started yet, you can click the meeting itself and see the details of it including more join links.
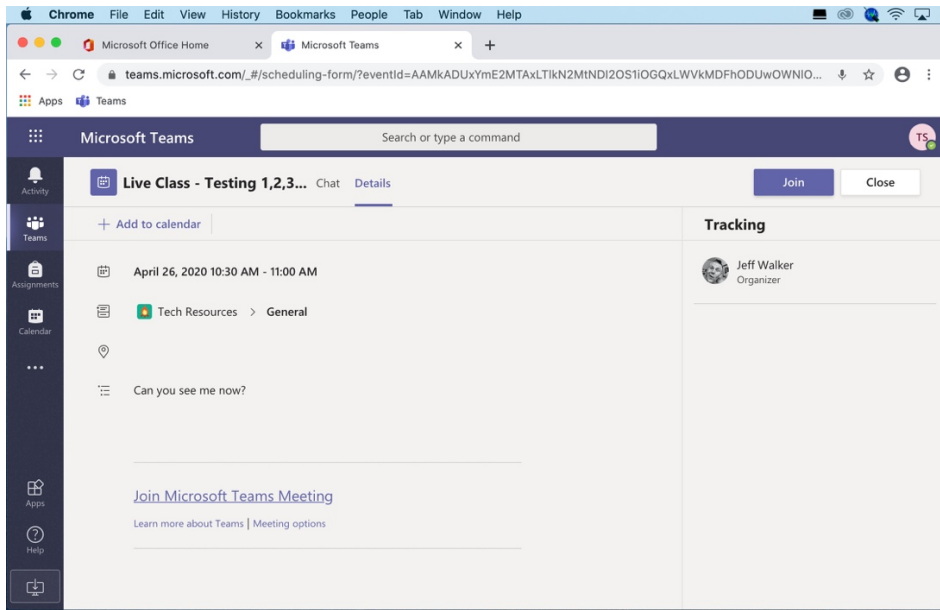

However you Join a meeting, you will first see some join options that let you turn off your camera and or microphone as well as a devices button that let's you control which camera or microphone to use if there are more than one of those devices connected to your computer.
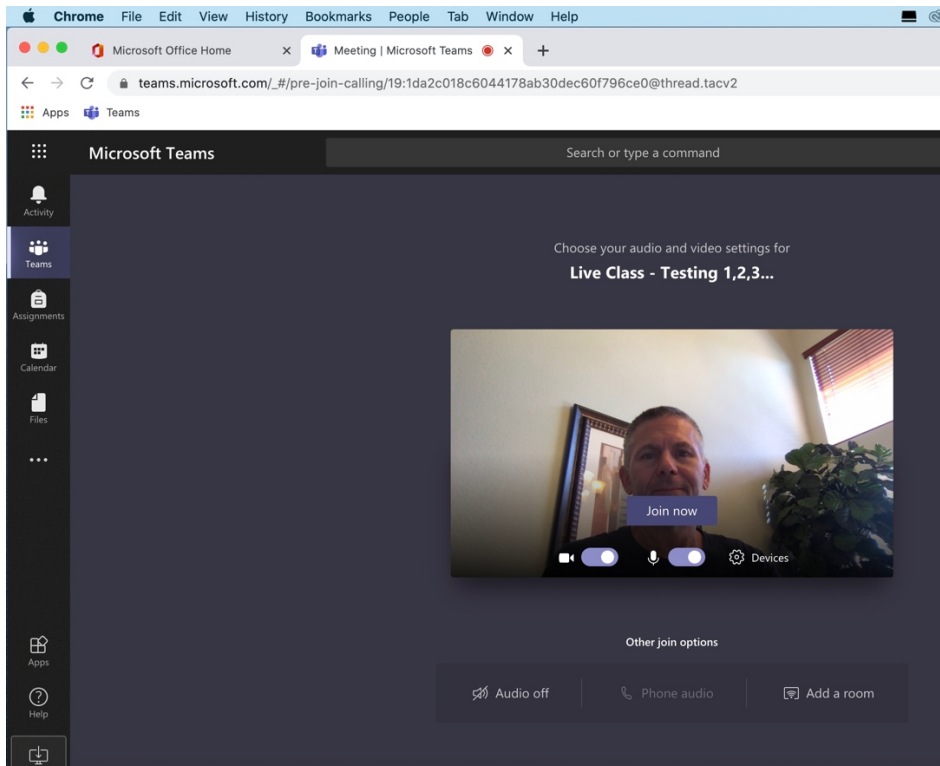
Once you click the Join Now button you will enter the meeting with the teacher and the other classmates that are in attendance. You will see what your teacher is presenting, probably her video camera, as well as a small window showing you if you have a camera on. In this example I'm the teacher and my "fake twin brother" is the Test Student. If you move the cursor over the meeting window, a floating pallet will appear. Hover over the buttons to get the description of what they do. In this picture, Test Student has already clicked the Show conversation button and now it's toggled to Hide conversation. If you click it now, it will hide the Meeting chat window.
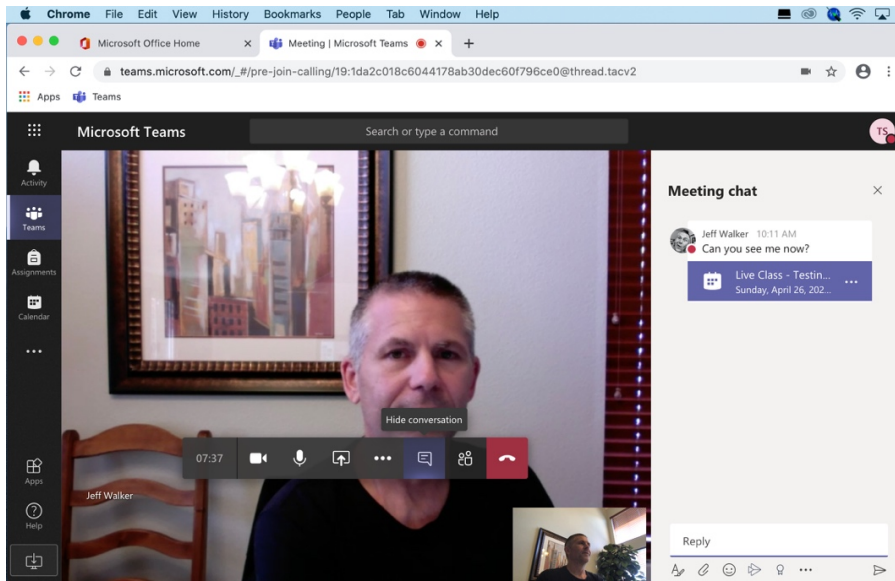
In this example, Test Student has clicked the Show participants button already and is now hovering over the Turn camera off button. If you click that your camera turns off.
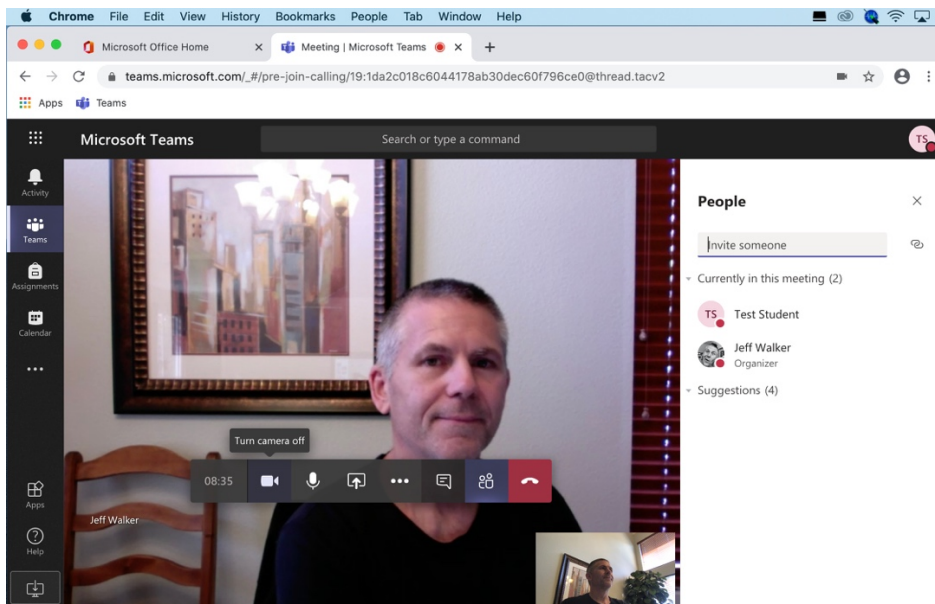
In this example, Test Student has turned off the camera already so there is no small window on the bottom anymore. You can only see the teacher in this small meeting. Now Test Student is hovering over the Mute button. If you click that your microphone is turned off.
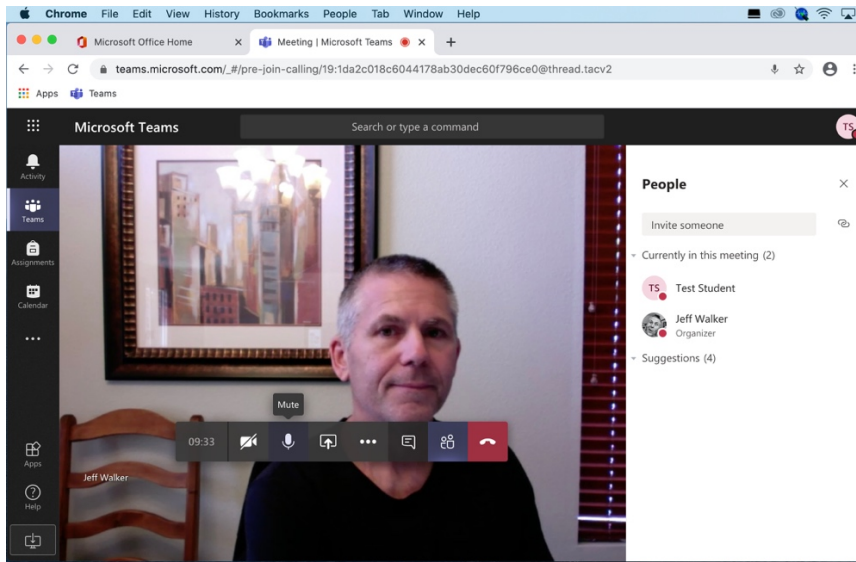
Finally, if you want to leave the meeting, just click the Hang up button and you will leave the meeting and likely see a prompt to rate the quality of the call. Feel free to give that feedback and then you'll be back at your class general channel. If you hang up by mistake, just join again from there.