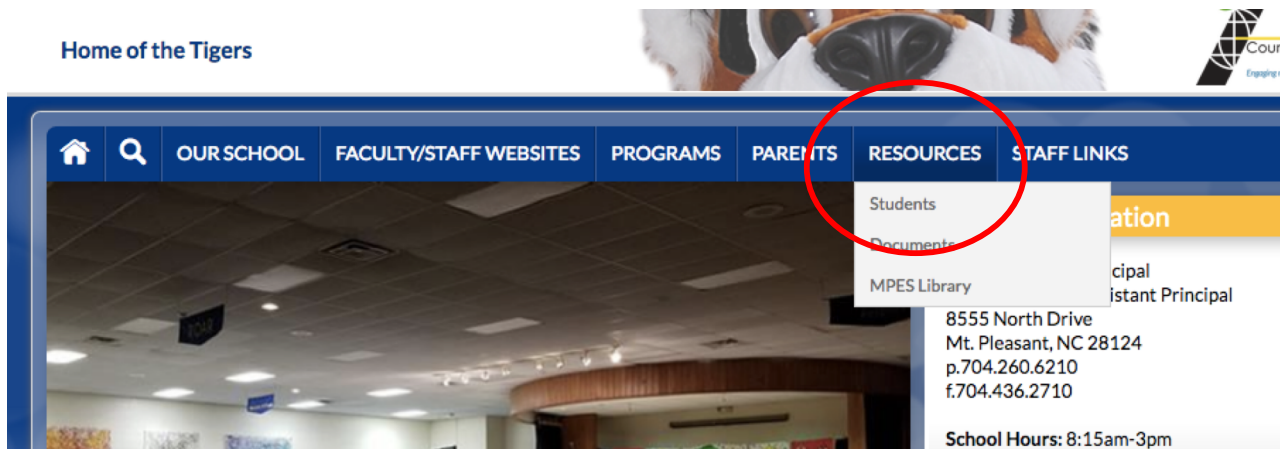


## Logging in to Office 365 and Teams

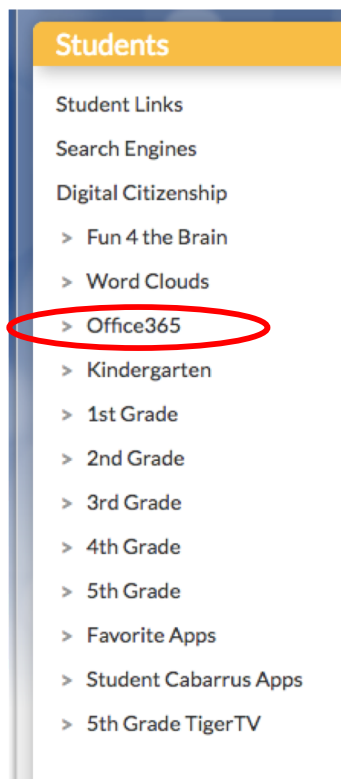
1. Go to the MPES homepage.

<https://www.cabarrus.k12.nc.us/site/default.aspx?DomainID=16>

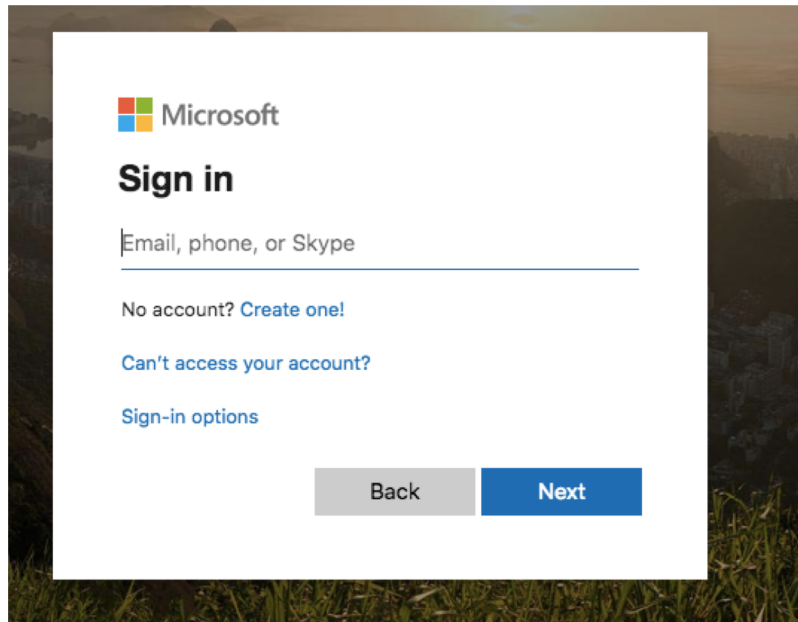
2. Click on “Resources” and then “Students”



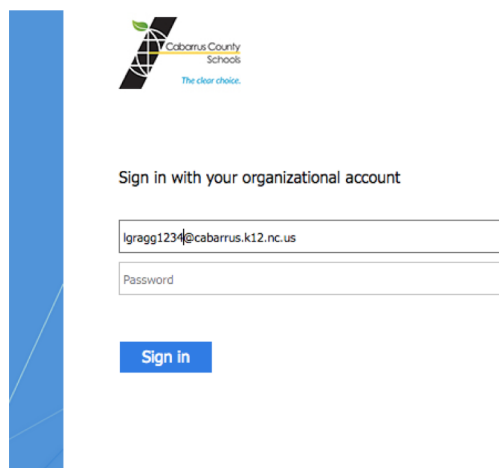
3. Click on “Office 365”



Once you click on "Office365" you will see this log-in screen

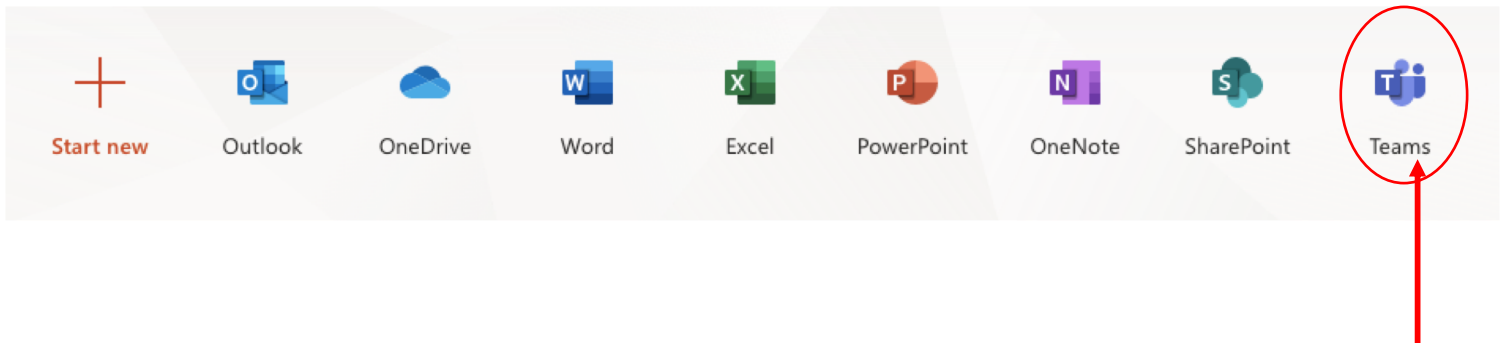


Here, you will type in your child's username I sent.  
(example: lgragg1234@cabarrus.k12.nc.us)



Once you get to this page, type in their username (for example: lgragg1234)  
Their password will be their student ID number (most are about 10 numbers long)

Once you are logged in, look for the “Teams” icon across the top.



When “Teams” comes up, click on Mrs. Gragg’s Kindergarten Class.

We will probably be using this to do remote learning starting April 6. I am participating in trainings this week to learn more about this feature for Office365.

I am planning on hosting a test virtual meeting Thursday morning at 10:30. If at all possible, please log in so we can see if this actually works and can work out all the kinks and bugs before I have to start teaching online.