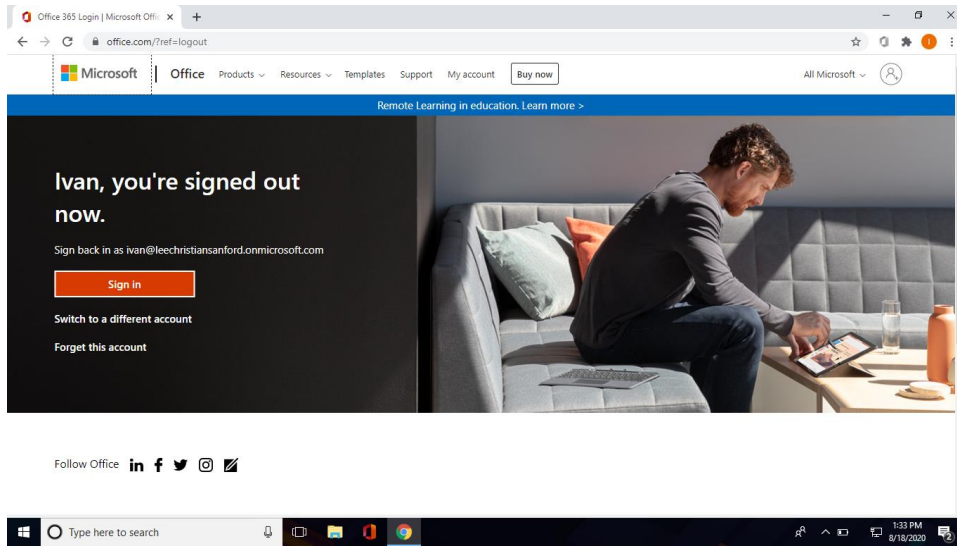
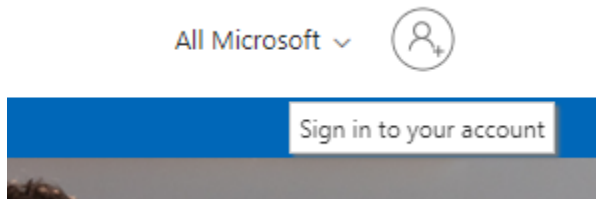


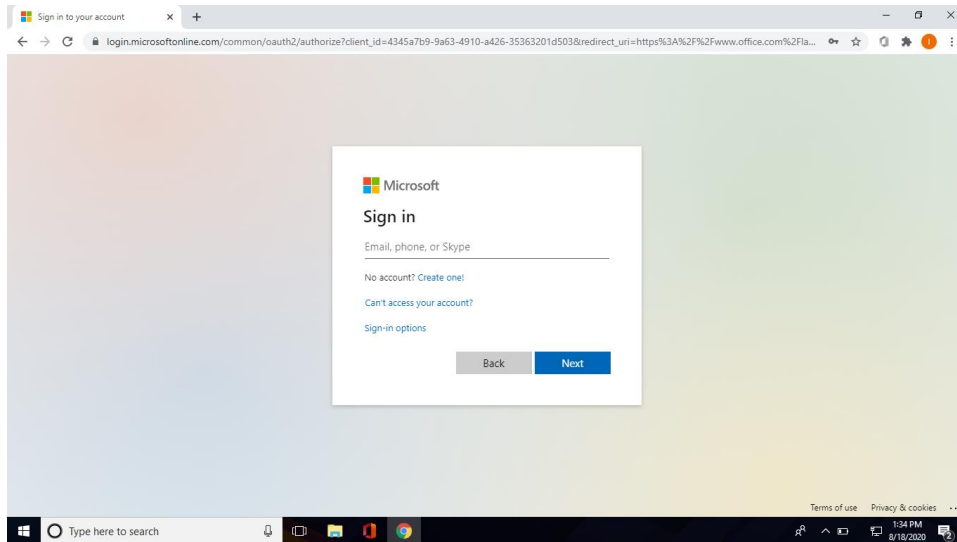
Step 1. Go to office.com



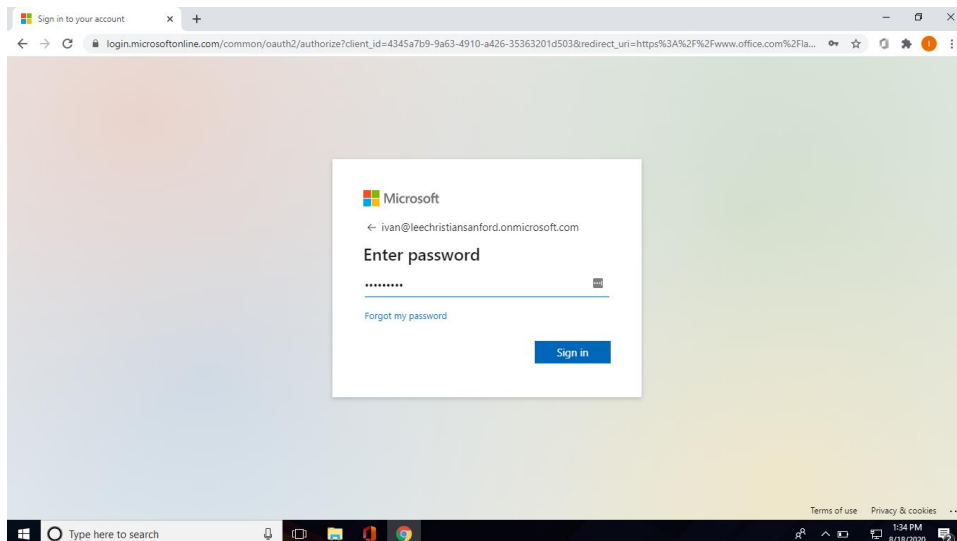
Step 2. Click the log in button (silhouette) in top right corner



Step 3. On the log-in page type your student email (first letter of first name (period) Full last name @leechristiansanford.onmicrosoft.com) example: a.ricabal@leechristiansanford.onmicrosoft.com

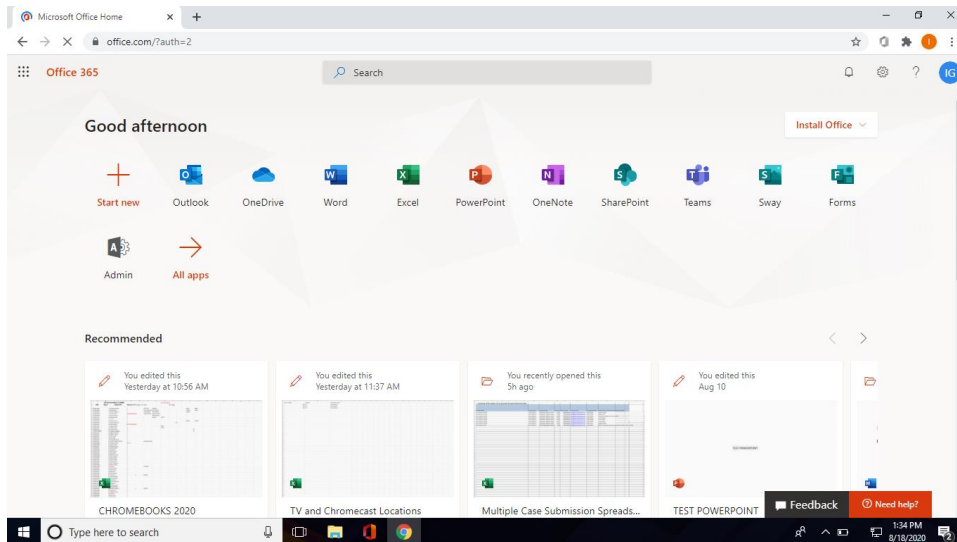


Step 4. Enter your password for your account (Falcons1) after this step you will be asked to create a new password. Please make it whatever you want.

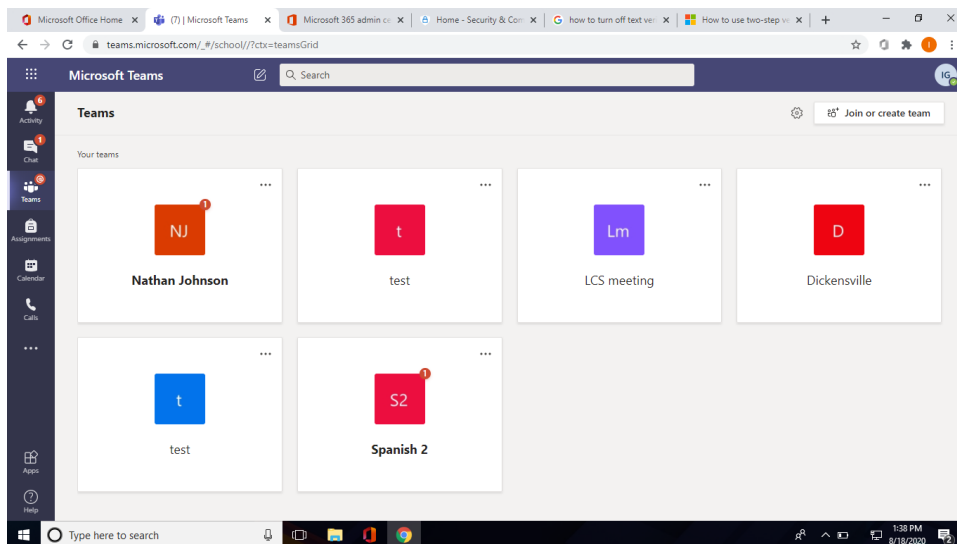


Step 5. Once you are logged in, you will have access to full versions of Excel, Word, Powerpoint, and Microsoft Teams. Click the teams page to join your classes. (If these apps are not

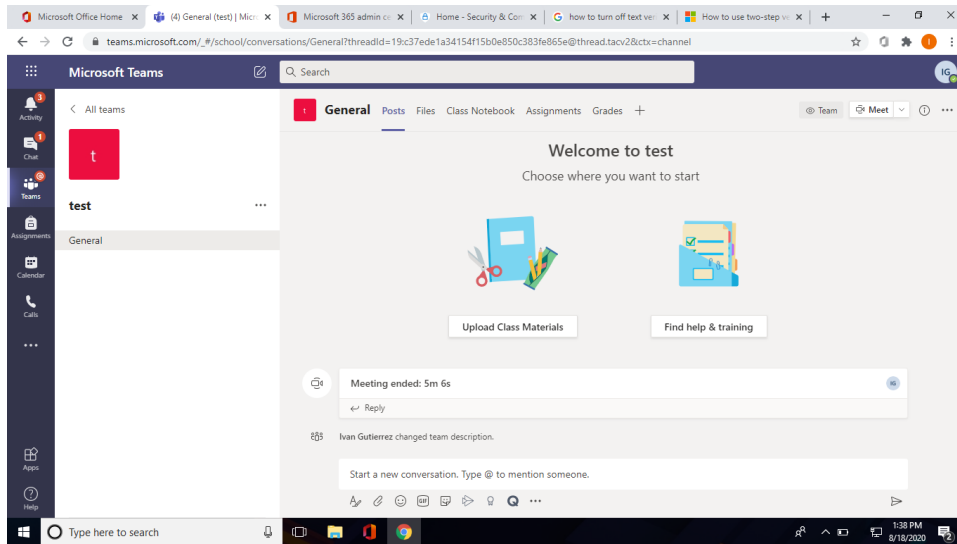
in the center automatically please click the 9 block button in the top left.



Step 6. Once you access teams you will automatically see which classes you are registered for (your teachers will be adding you to the classes you will not need to do anything for that)



Step 7. To join a live stream it will show automatically on your home page here and will have a blue camera show up to show that they are live. All classes will be starting at regularly scheduled time unless told otherwise.



If you are having any technical issues, please call the front office at (919) 708-5115. Or you can email Ivan Gutierrez at ivan@leechristianschool.org