

How to Access Microsoft Teams for Students



1. Go to my.hcsb.k12.fl.us and log in using your Single Sign On (SSO) credentials.

Username: firstname.lastname

Example: christopher.robin

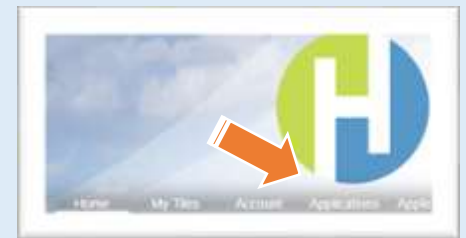
Password: Capitalized Last Name Initial + 0 + 6 digit student number Ex: R0123456

If your students ID is already a 7 digit number do NOT add the 0



2. Click on the **Applications** tab on the navigation bar at the bottom of the page.

This will show tiles of applications students can access.
Those used frequently will appear on the **Home** tab.



3. Click on the Office 365 tile.

All students have free access to the Microsoft Office Suite and its products, including: Word, PowerPoint, Excel, Teams, and many more!

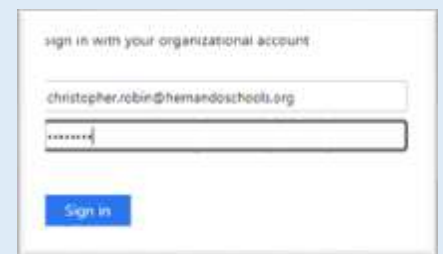


4. Log in using the student email address and SSO password. Then click Sign In.

Email: firstname.lastname@hernandoschools.org

Example: christopher.robin@hernandoschools.org

Password: R0123456



5. Click on the **Teams** icon.

- If prompted, choose the web based option.

This will open up your class teams.



If you need additional support,
please contact your homeroom or first period teacher.