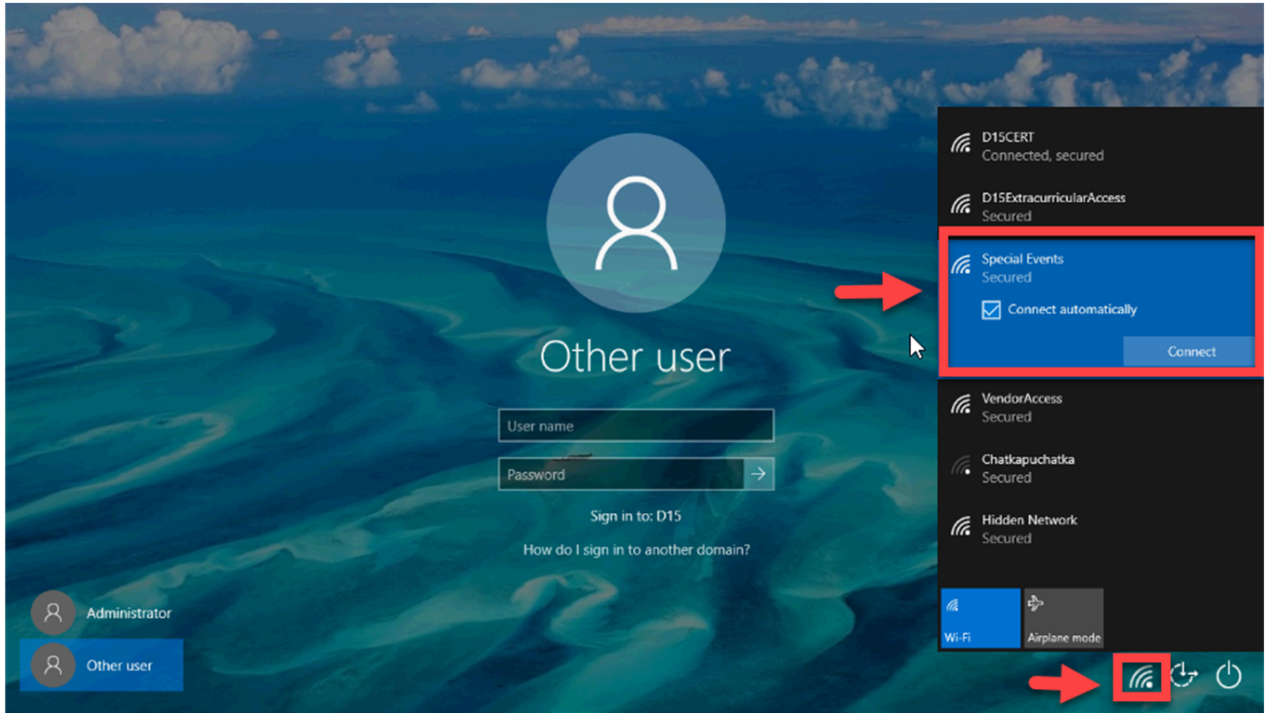


Log in to District Laptop from Home

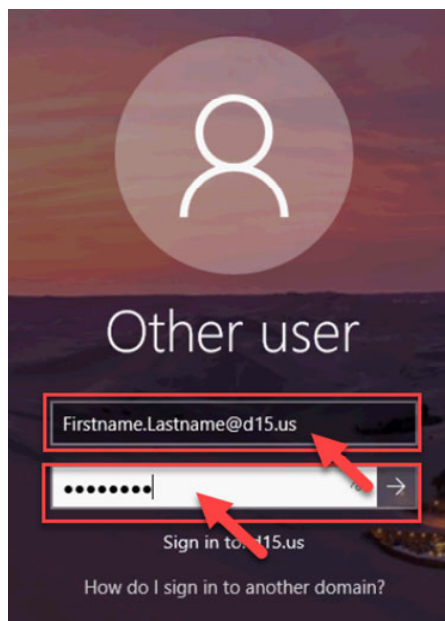
Step 1

Click on the Wi-Fi icon on the bottom right
Click on your Wi-Fi connection and enter your password for Wi-Fi



Step 2

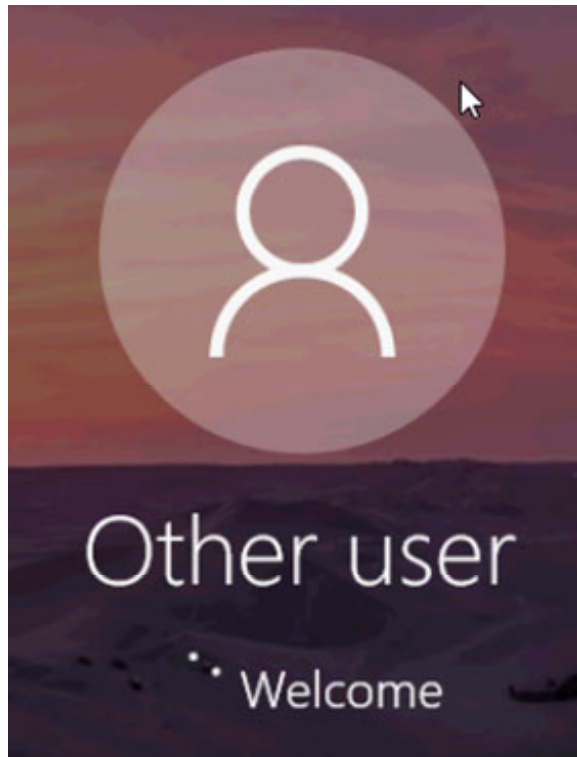
Once your Wi-Fi is connected, sign in using your FULL district email and password



Log in to District Laptop from Home

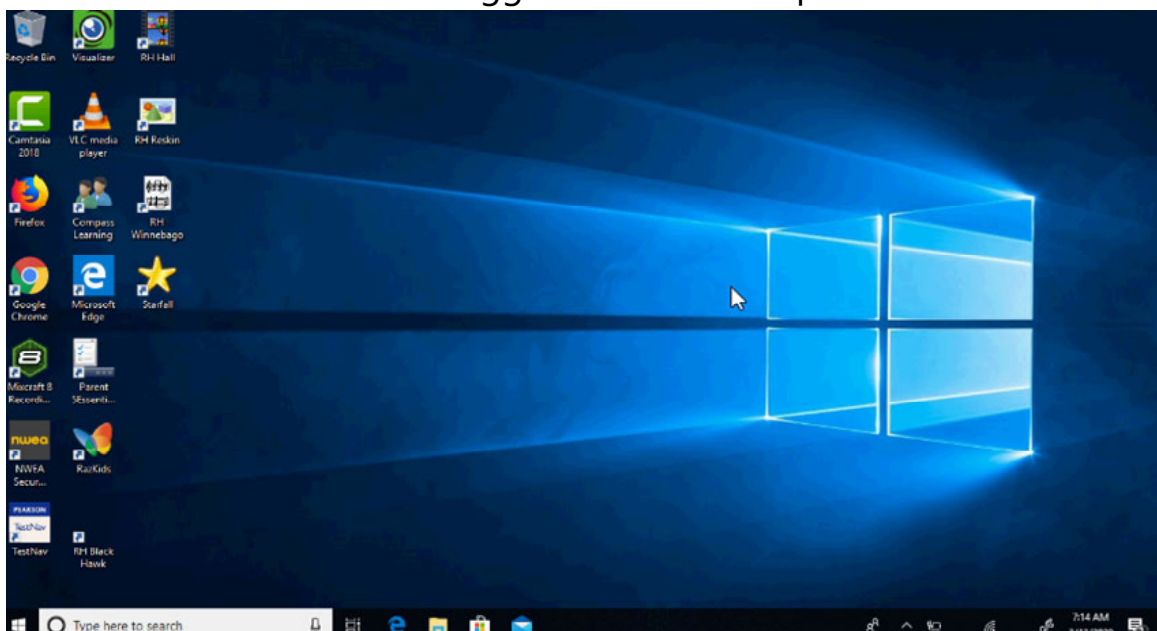
Step 3

Wait for the computer to log in



Step 4

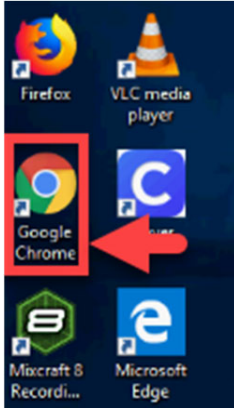
You are now logged in to the computer



To sign in to Office 365

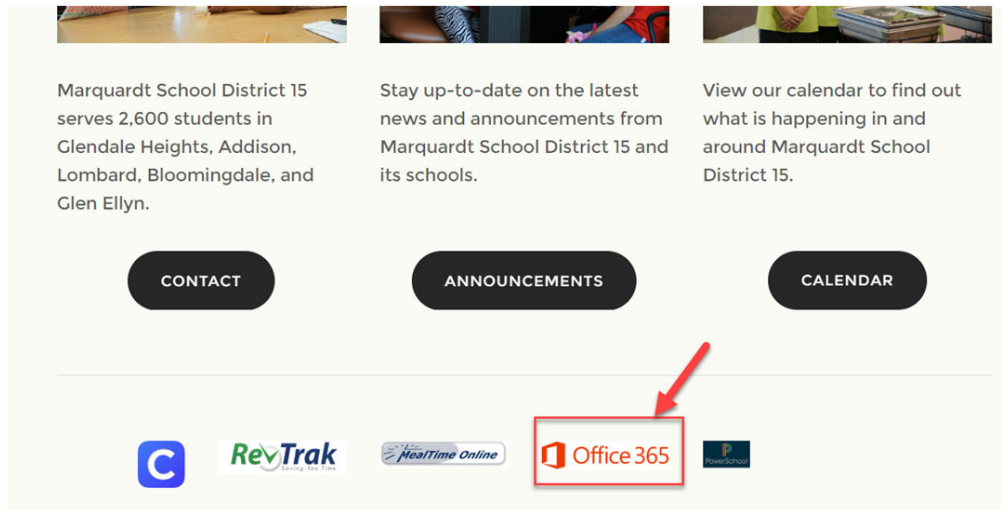
Step 1

Click on the Google Chrome icon



Type **www.d15.us** into the search bar

Scroll down and click on "Office 365"



Step 2

Sign in with your district email and password



Sign in

Firstname.Lastname@d15.us

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

Marquardt School District 15

Sign in with your organizational account

Firstname.Lastname@d15.us

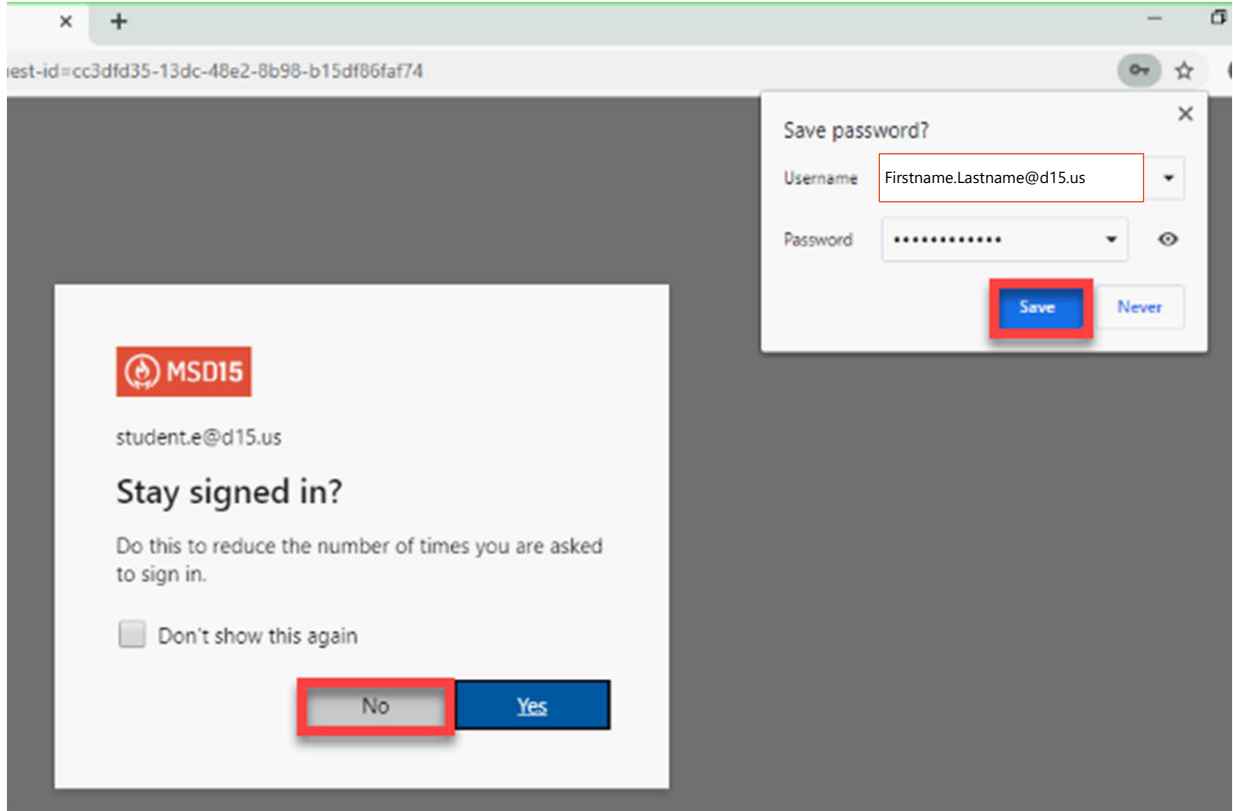
.....

Sign in

To sign in to Office 365

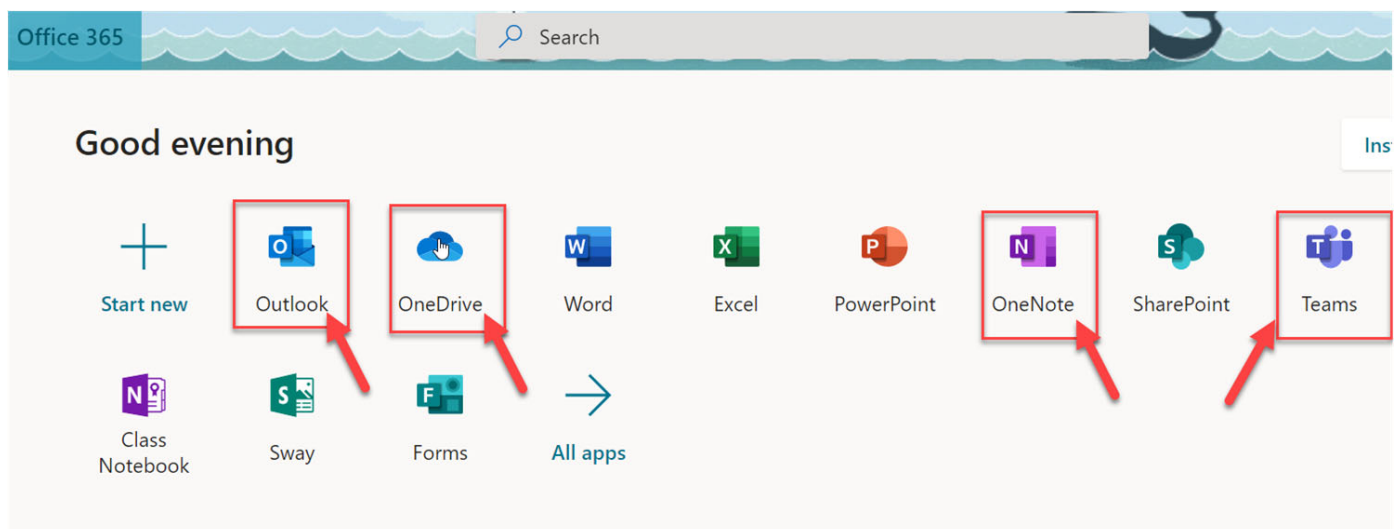
Step 3

Save your password
Click "No" to "Stay signed in?"



Step 4

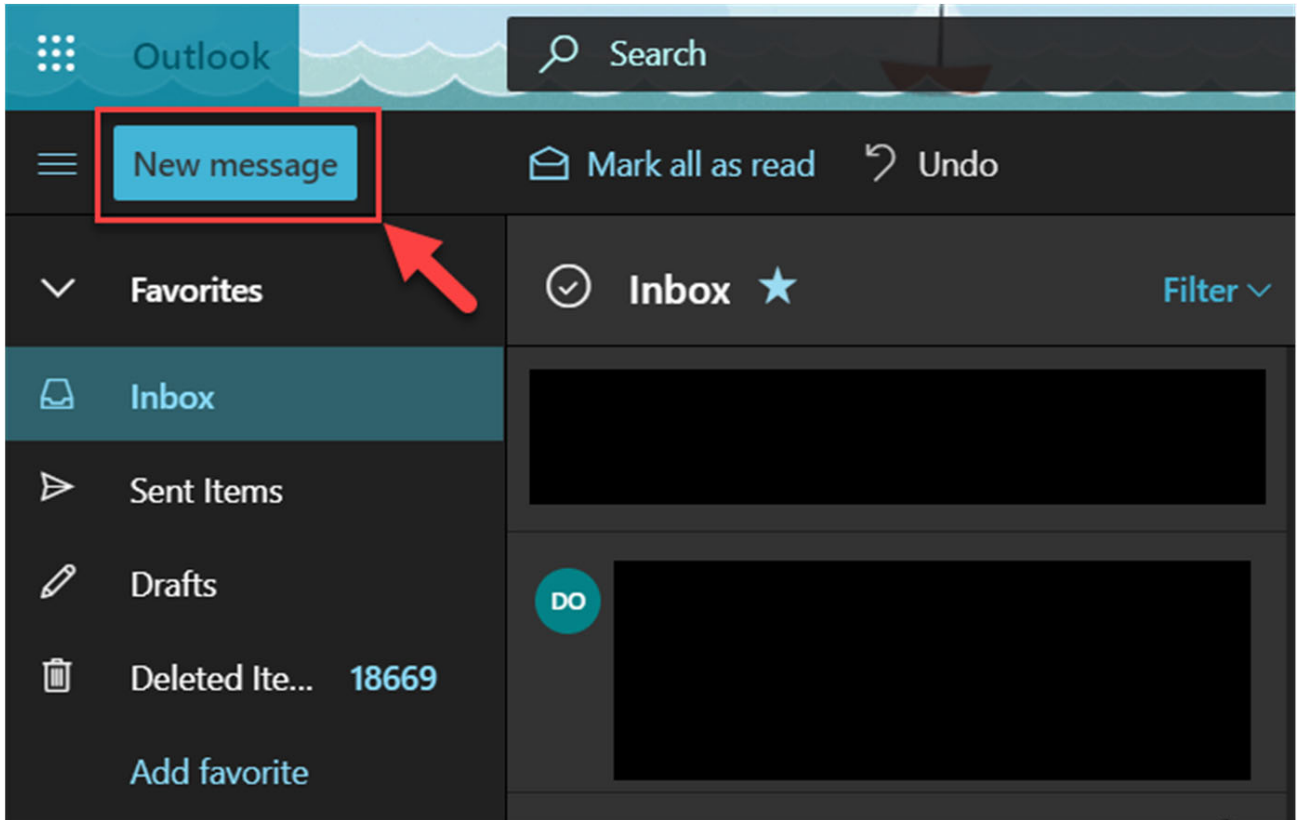
Here you will find most of the applications you will be using
To access your District Email, Click on "Outlook"



Using District Email - Student

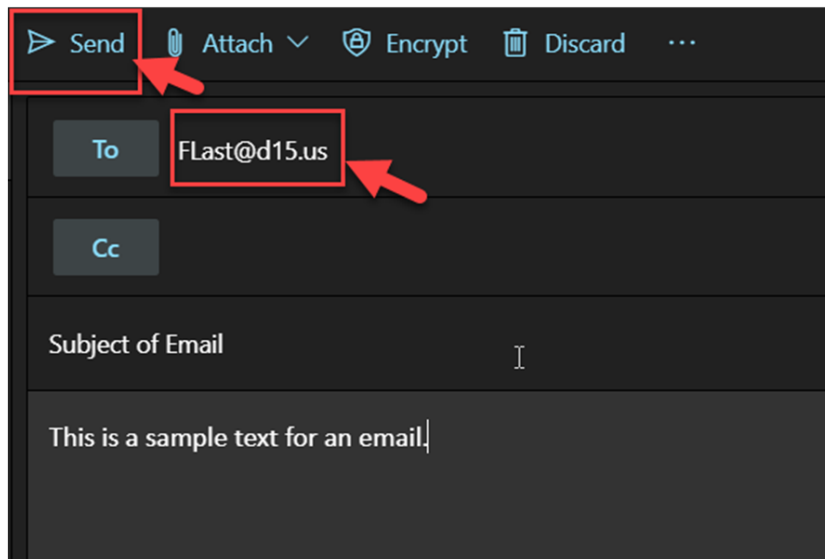
Click on "New message"

Step 5



Search for the email address you want to send to
Type in your message NOTE: You can only send emails to teachers
Click send

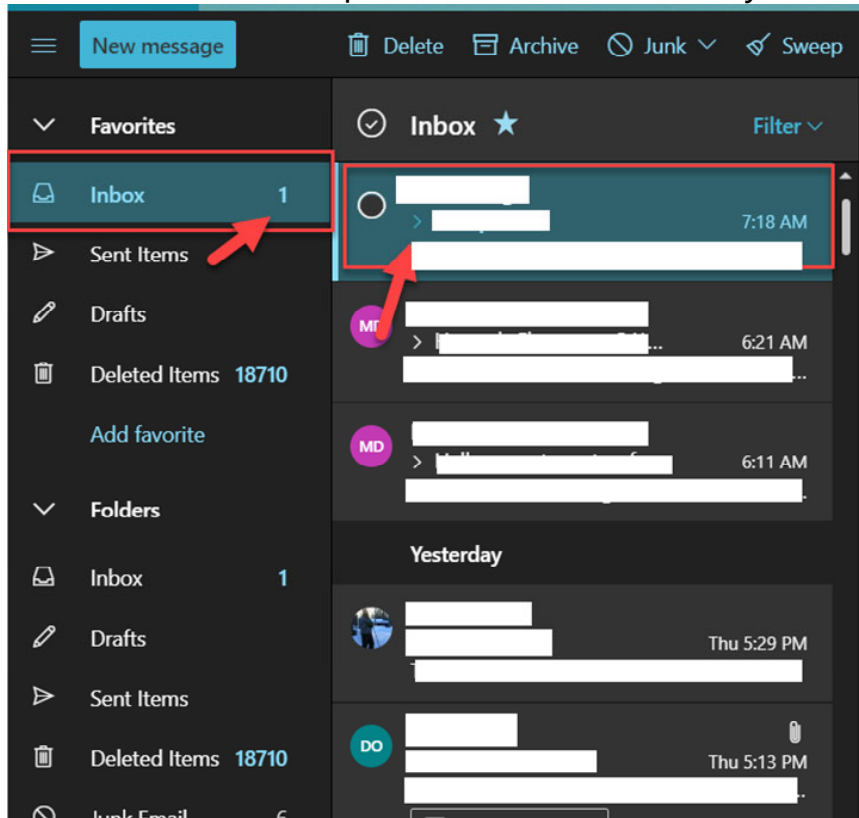
Step 6



Opening an Email - Student

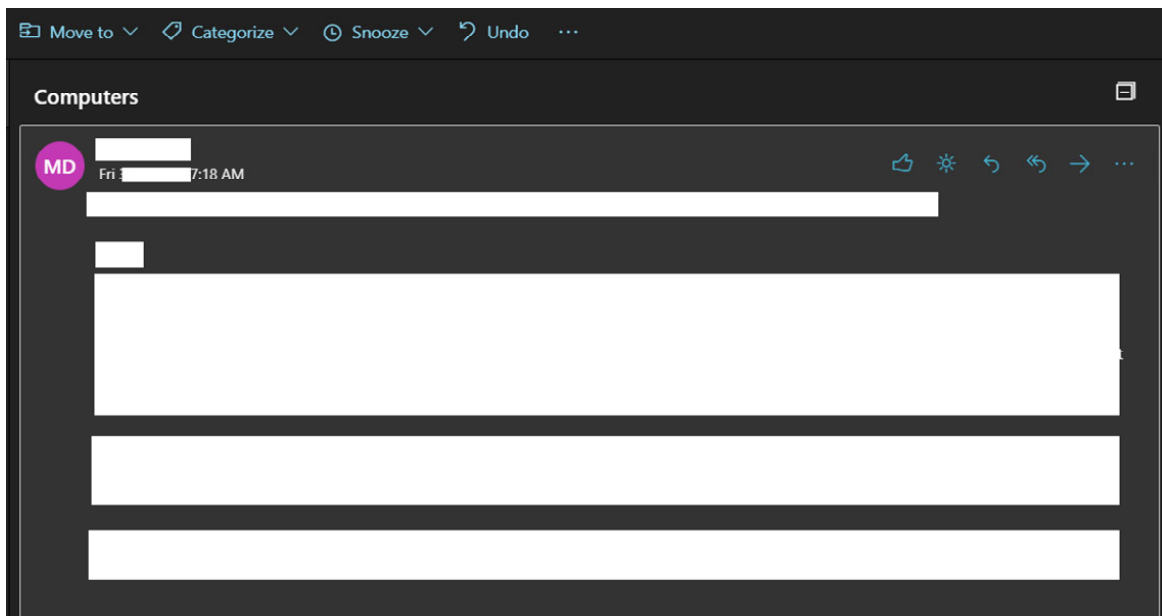
When you receive a new email, your Inbox will show the number of unopened emails
The middle section shows previews for emails that you can open

Step 1



Once open, the email will appear on the right

Step 2



Using Microsoft Teams With a District Computer

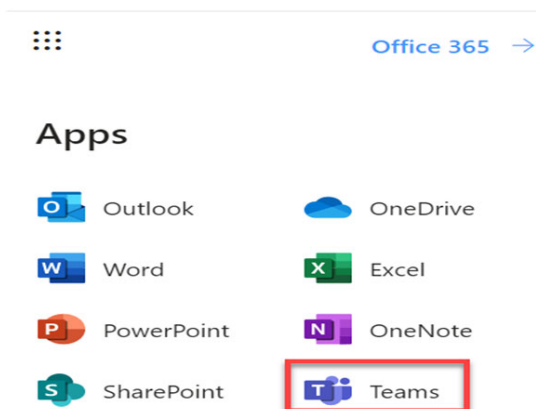
Step 1

Click on the Teams Icon in the Office 365 Portal

Click on the App launcher
(9 dots)



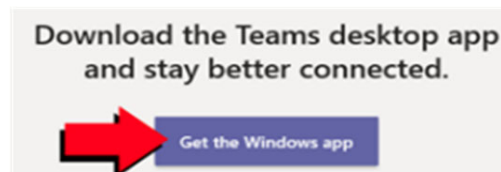
Click on the Teams
Icon to open Teams



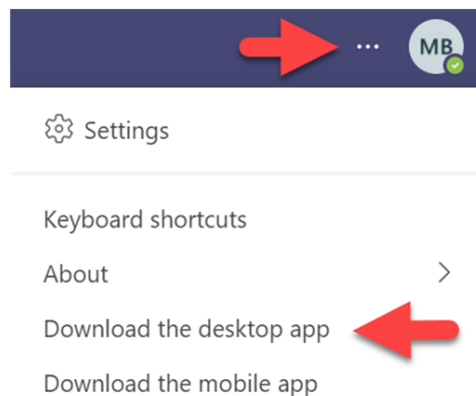
Step 2

Installing Teams

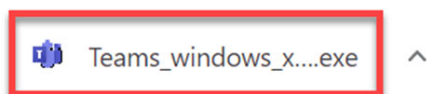
If this is the first time opening Teams,
Click "Get the Windows app"



Otherwise, click the "three dots", then
click "Download the desktop app"



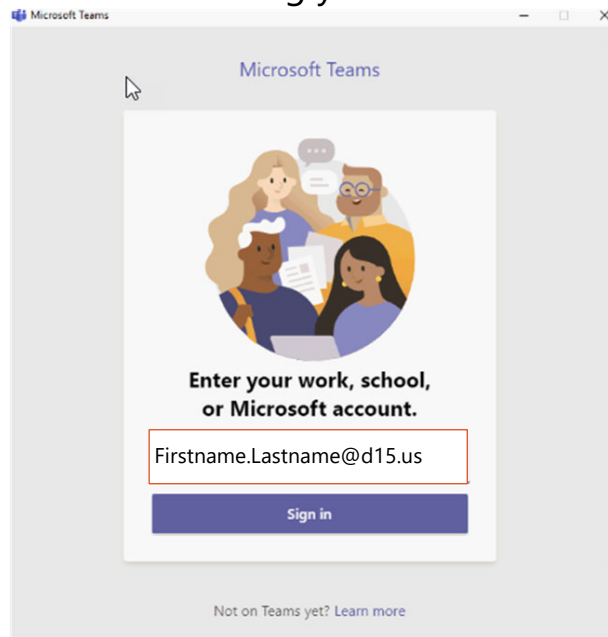
Click on the Teams exe file



Using Microsoft Teams With a District Computer

Step 3

Sign in to Teams using your FULL District email

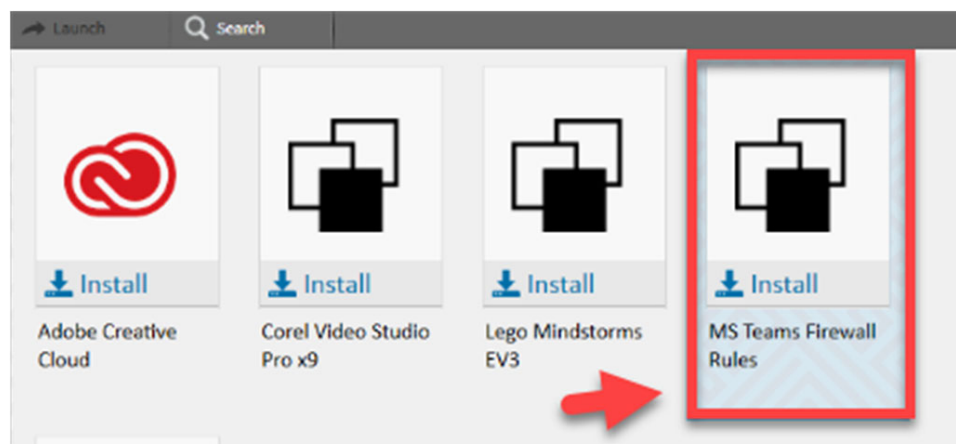


Step 4

Lastly, click on the "Portal Manager" icon on the desktop to install the "MS Teams Firewall Rules"



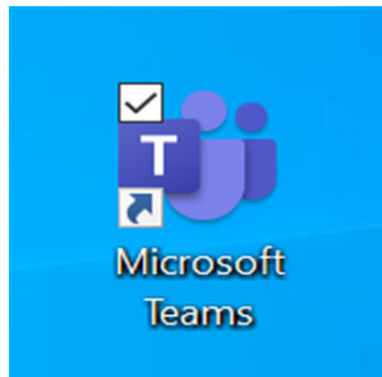
Portal Manager



Using Microsoft Teams With a District Computer

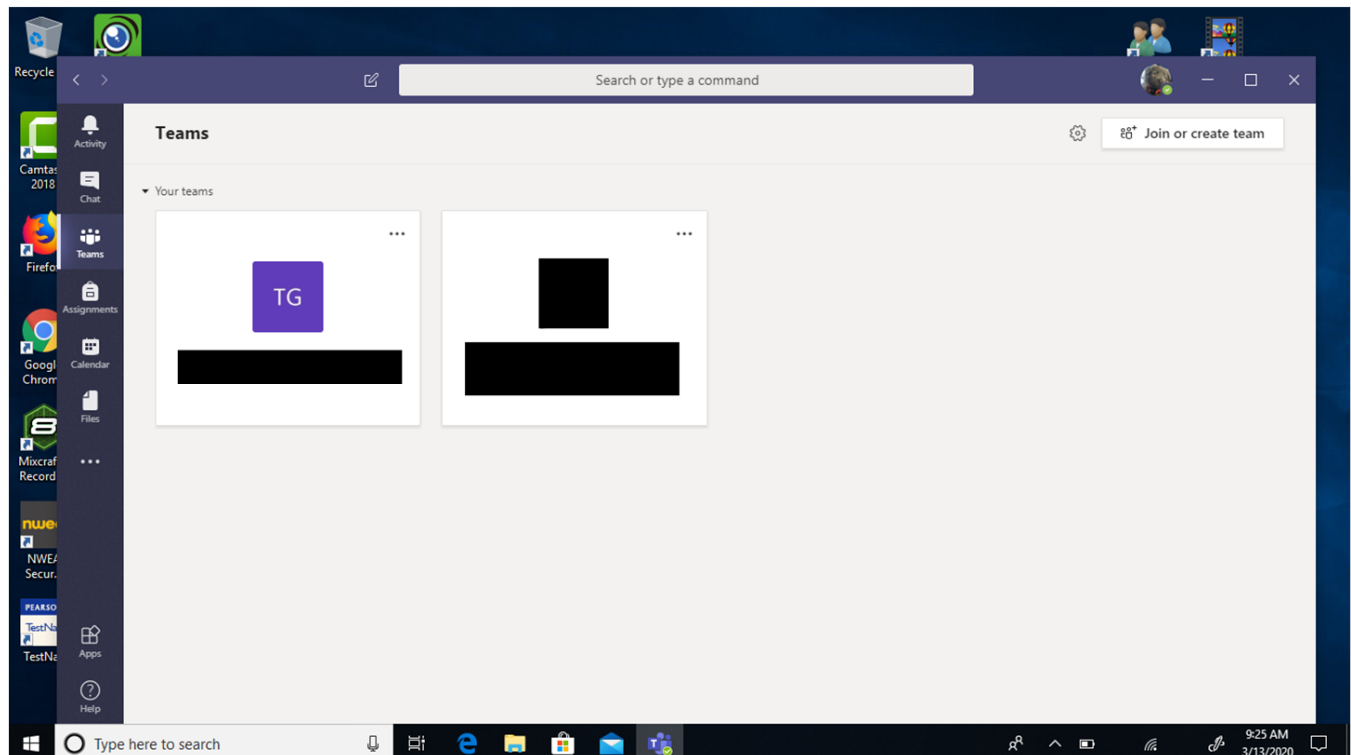
Step 5

The Teams icon can be found on the desktop



Step 6

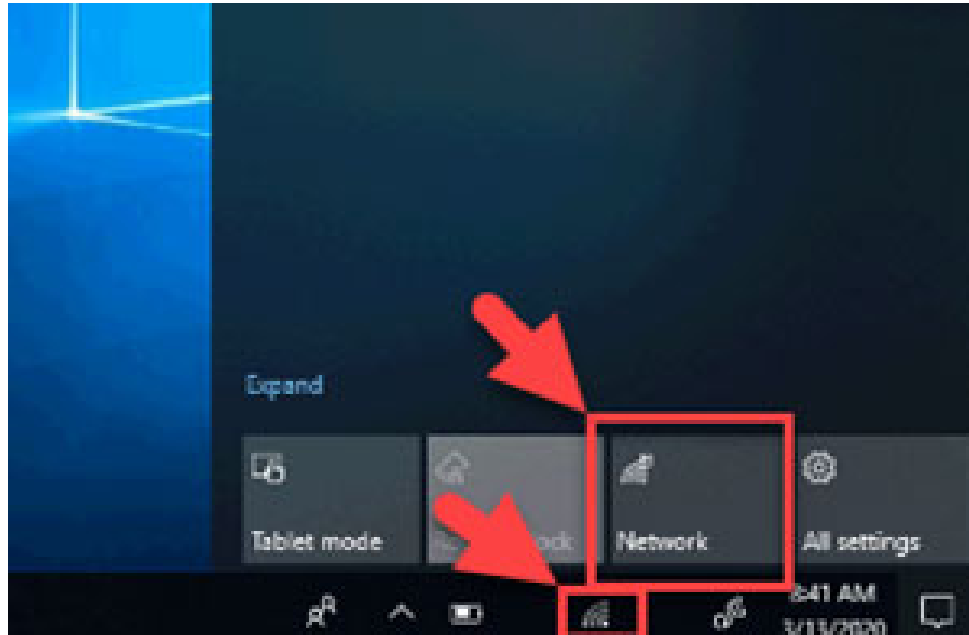
Teams will now automatically open every time you turn on your computer



Internet at Home

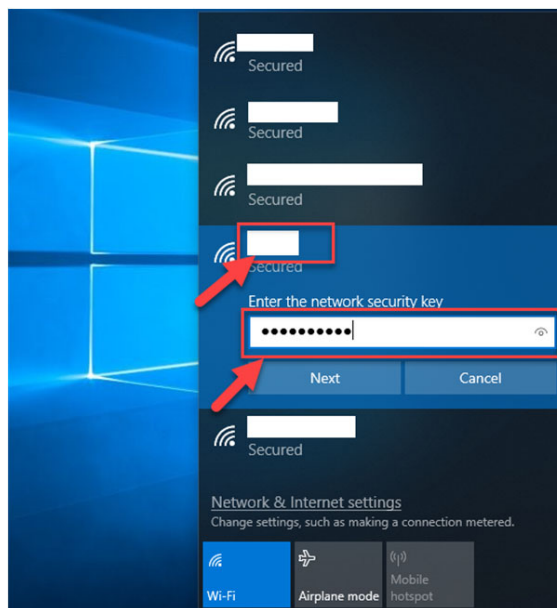
Step 1

Connect to your home's Wi-Fi network by swiping in from the right on your screen and clicking on the NETWORK/Wi-Fi button.



Step 2

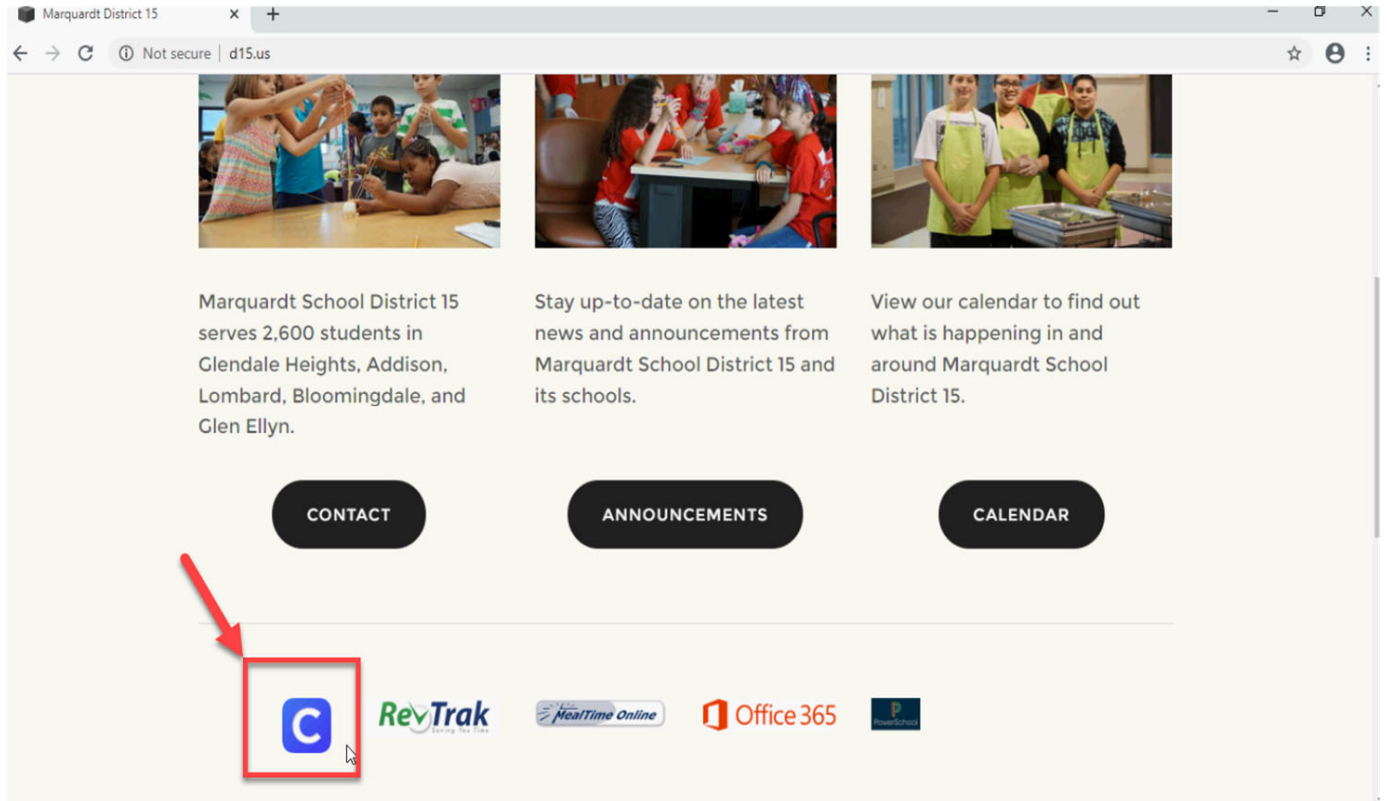
All available Wi-Fi networks will be shown. Click on your home network and then CONNECT. IF PROMPTED TO, sign in using your home network's password.



How to login to Clever:

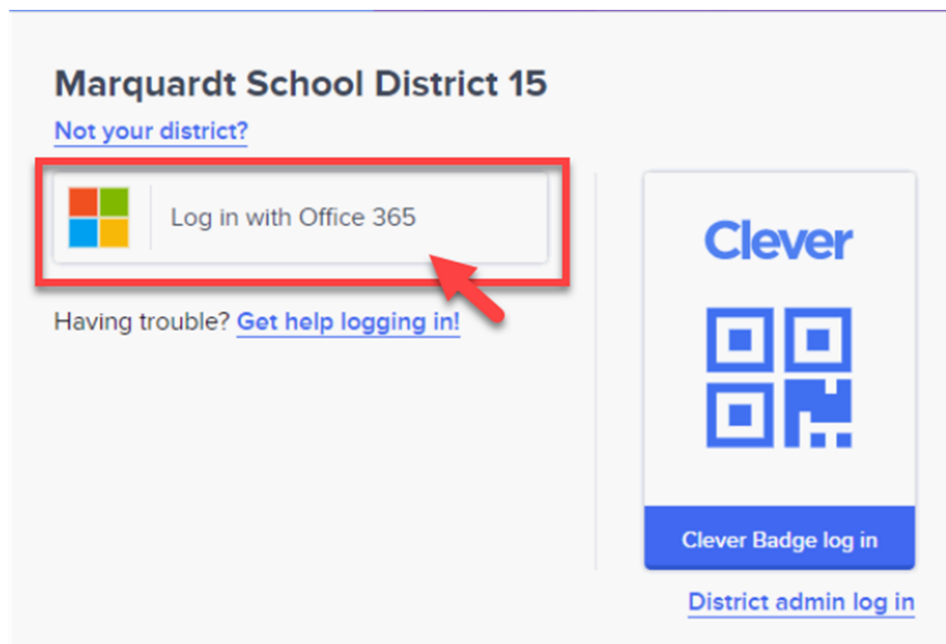
Step 1

Please be sure to use Google Chrome for Clever
Go to **www.d15.us** and scroll down and click on the Clever icon



Step 2

Click on "Log in with Office 365"



How to login to Clever:

Sign in using your district email and password

Marquardt School District 15

Sign in with your organizational account

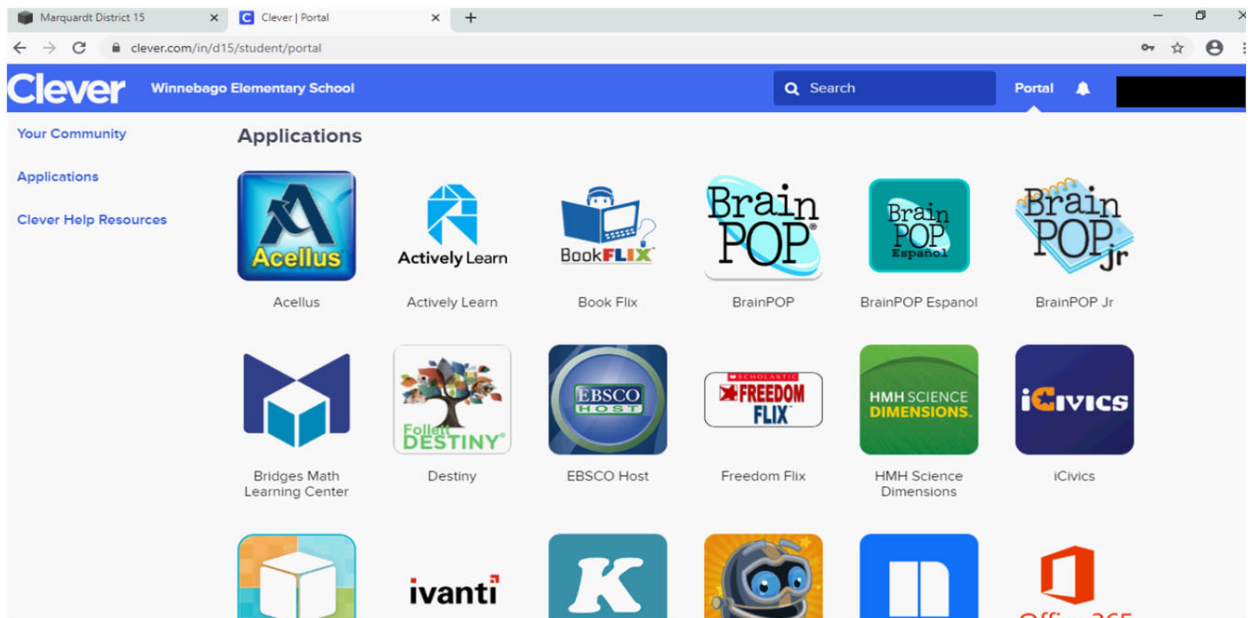
Firstname.Lastname@d15.us

.....

Sign in

Step 3

Welcome to the Clever Portal



Step 4