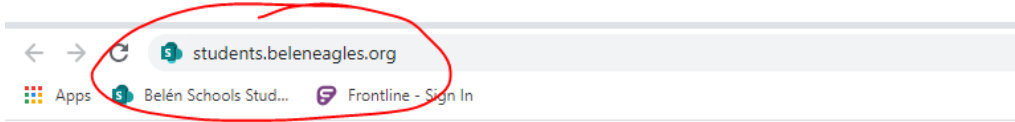


Downloading Microsoft TEAMS to your device

1. Access the Belen Student Portal by typing students.beleneagles.org into your browser's address bar.

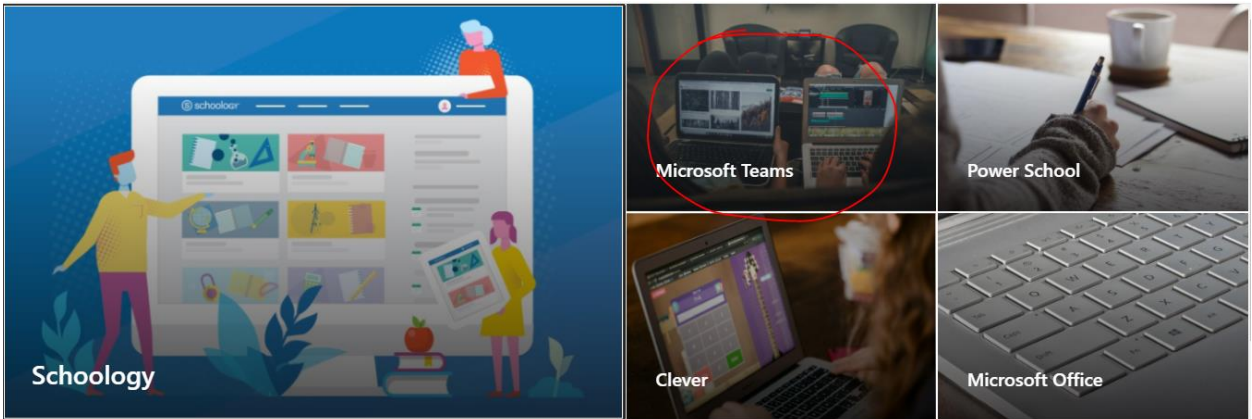


You may be prompted to sign in to your Microsoft Office account:

A screenshot of the Microsoft sign-in page. The page features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the example email address "Example: JS12345@beleneagles.org". Underneath the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button. A callout box on the right side of the page contains the text: "Sign In: Students first and last initial, five-digit ID, @beleneagles.org".A screenshot of the Microsoft "Enter password" page. The page features the Microsoft logo at the top left, followed by the text "Enter password". Below this is a text input field containing the example password "Example: 071309". Underneath the input field is a link: "Forgot my password". At the bottom right of the page is a blue "Sign in" button. A callout box on the right side of the page contains the text: "Password: 6 digit birthday".

Downloading Microsoft TEAMS to your device

2. On the Student site, click on the Microsoft TEAMS tile.



3. You will be prompted to download the Teams App. Click this and download the app to your device.

