

Good day,

Thank you for your patience as we implement Hybrid Learning at The Learning Tree. This letter contains instructions about accessing TLT Prep email accounts and Microsoft Teams for both NEW and RETURNING students.

We will be using the platform **Microsoft Teams** as our virtual school in conjunction with **Zoom**. Every student has been assigned a TLT Prep email address (ending in [@tltprep.org](mailto:@tltprep.org)).

#### **FOR NEW STUDENTS:**

Follow the steps below to activate the student's account and access Microsoft Teams. **You must activate your child's TLT Prep email address prior to accessing Microsoft Teams.**

**Please note:** Every TLT student email is formatted the same: [firstname.lastname@tltprep.org](mailto:firstname.lastname@tltprep.org) and new students have been given the temporary password **TLTP2021**. For example, the student Terrell Jackson would have the email address [terrell.jackson@tltprep.org](mailto:terrell.jackson@tltprep.org) and would initially enter TLTP2021 as his password. The student Mary-Jane Brown would have the email address [mary-jane.brown@tltprep.org](mailto:mary-jane.brown@tltprep.org). The student Tanya Blake-Johnson would have the email address [tanya.blake-johnson@tltprep.org](mailto:tanya.blake-johnson@tltprep.org).

#### **Activating TLT Prep Email:**

1. Go to [mail.google.com](https://mail.google.com) and click Sign In.
2. Enter the student's full email address, including the [@tltprep.org](mailto:@tltprep.org) at the end.
3. Enter the password **TLTP2021** and click Sign In.
4. You will be prompted to create a new password before continuing. Create the new password and continue. Please make note of your new password.
5. You should now have access to the student's email account.

#### **Accessing Microsoft Teams:**

1. Every new student's TLT Prep email will be sent a link from IT Support containing the sign-up link for Microsoft Teams. Click on this link to begin the process.
2. Enter the student's TLT Prep email address and click Sign Up.
3. Click the option "I'm a Student."
4. Create an account: Input the student's First and Last Name, and create a password. Once you do this, you will receive an email from Office 365 with an individualized Verification Code.
5. Go into your TLT Prep Inbox and retrieve the Verification Code.
6. Go back to the Microsoft Office account page & enter the Verification Code and the date of birth of a **parent or guardian, not the student**. Click Start.
7. When prompted to Invite More People, press Skip.
8. You will be taken to the Microsoft Office dashboard. Click the purple icon that says Teams.
9. You now have access to the student's classes. Teachers will add students to their class Teams.

**Please note:** To access Microsoft Teams after the initial setup, you only need to go to [www.office.com](https://www.office.com) and Sign In.

#### **FOR RETURNING STUDENTS:**

Sign into Microsoft Teams using your login credentials from the 2020 school year.

If you have the Teams app on your devices:

1. Open the Teams app and sign-in.
2. Your teacher will add you to your specific classes.

If you do not have the Teams app on your device:

1. Go to [www.office.com](http://www.office.com).
2. Sign In using your login credentials.
3. You now have access to the Microsoft Office dashboard. Click on the purple Teams icon.

*If you have forgotten your Teams password, click FORGOT PASSWORD at the Sign-In screen and follow the instructions.*

All students need to be able to access their TLT Prep email account. If a student has forgotten their password, send an email to [ITsupport@tltprep.org](mailto:ITsupport@tltprep.org) from a parent's email stating the student's name and grade. You will be given a temporary password.

If you need any assistance, please email [ITsupport@tltprep.org](mailto:ITsupport@tltprep.org) from the student's email address or a parent email address.

Once again, thank you for your patience during these new circumstances. We are excited to start the new school year!

Thank you,

TLT Admin