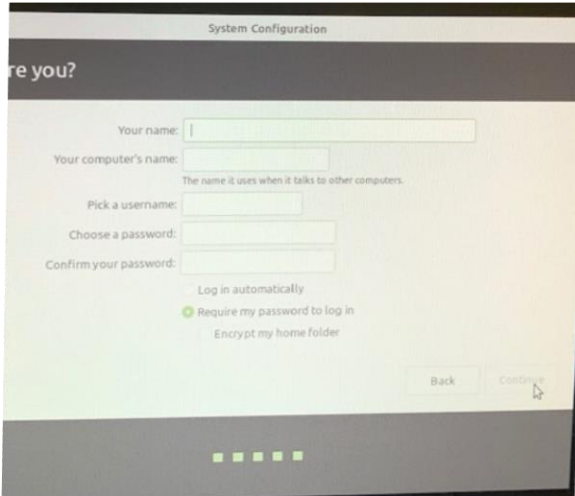# Instructions for Setting up the SSD Desktop Computer, Logging in to Clever, and Downloading Teams

1. Set up your computer by choosing configurations (language, keyboard layout and time zone). Then set up your computer login information with the student's name, a username that you remember, and a password. When you choose a username and password to login to the computer, make sure you REMEMBER it. Write it down somewhere or put it in your phone. You will need this to login to your computer every time you log out. You will need to use this password later on to authenticate set up (step 8).

2. It will take several minutes to set up the configuration changes. It will ask you to log in using the username and password you just created (and wrote down).
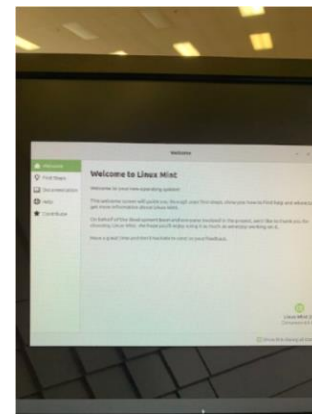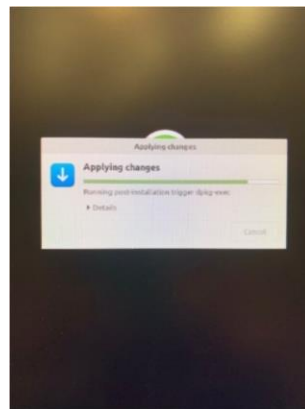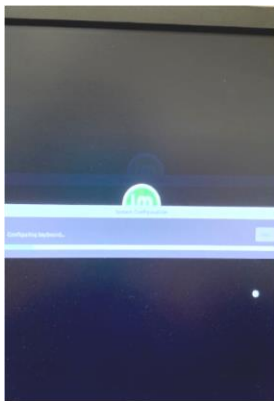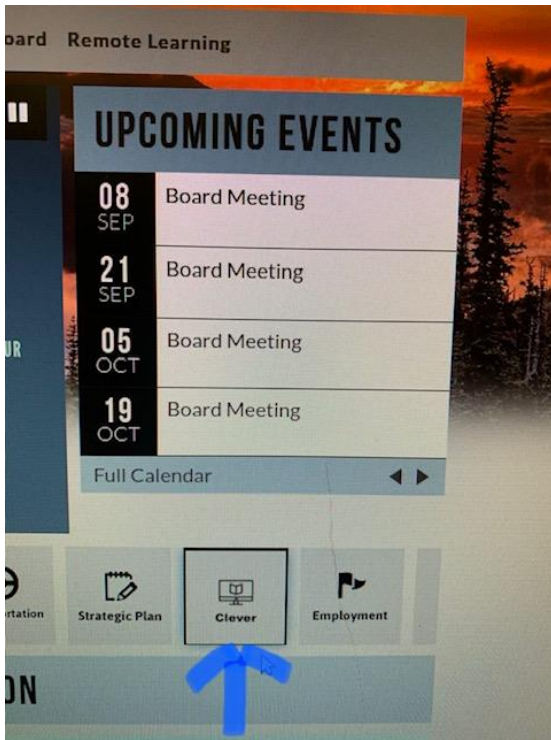

3. Open the Firefox browser (it says LinuxMint when opened) and go to the Sequim School District homepage: http://sequimschools.org/
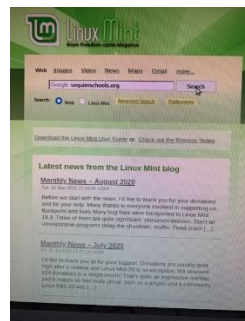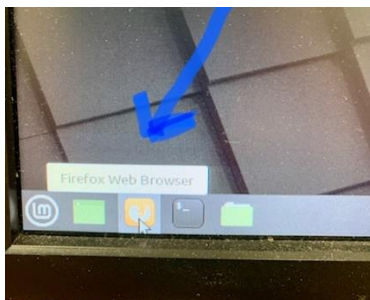
4. Click on the Clever button.

5. Login with Active Directory. If you haven't done this yet, you may be asked some verification questions. Also, your password was reset at the beginning of the school year and parents were sent an email.
   Username: school email (7-digit-number@sequimschools.org)
   Password: if you don't know this, contact your building's secretary or librarian
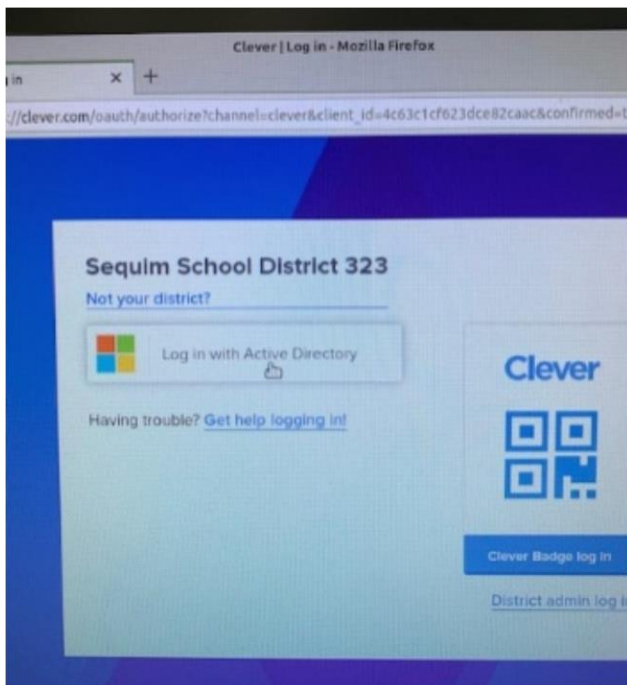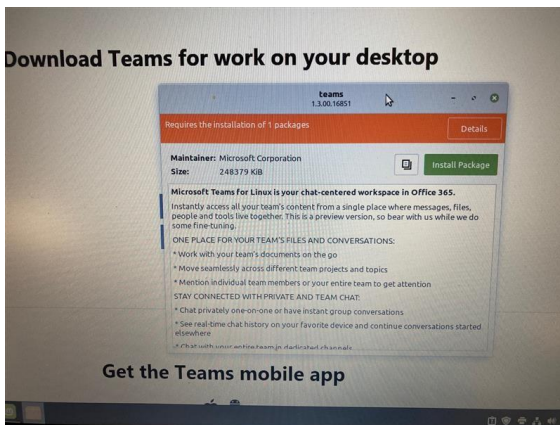
Instructions for Setting up the SSD Desktop Computer, Logging in to Clever, and Downloading Teams

6. Once in Clever, you will see icons leading you to access Canvas and other apps. Click on the Microsoft Teams icon. Choose the Linux-DEB button.
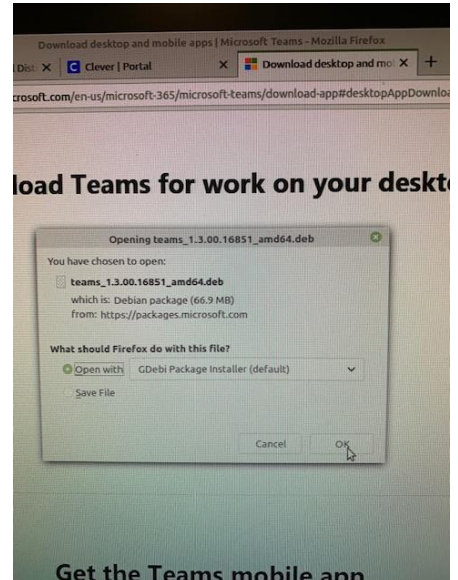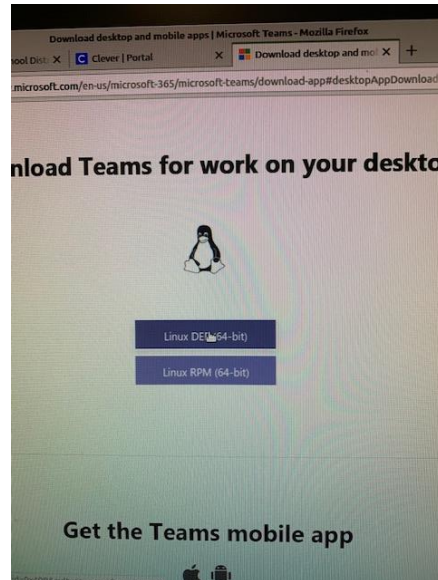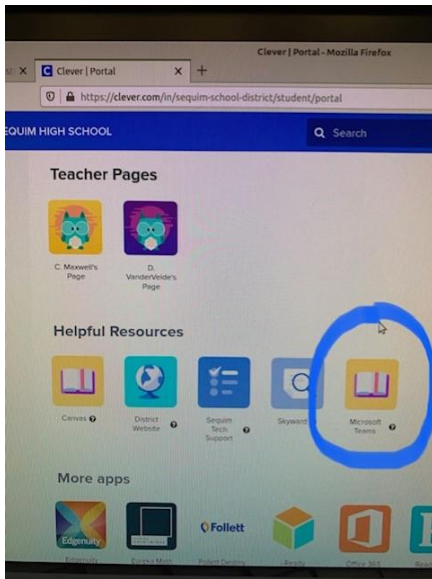
7. Click on the green Install Package button. The next page will state "Additional software has to be installed" so click continue.
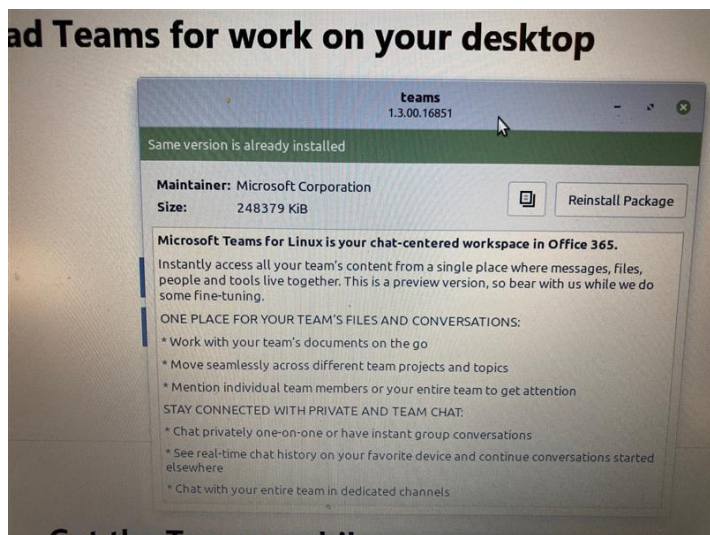

8. The password to authenticate is the password you created to login to this computer. Once entered, click on authenticate.
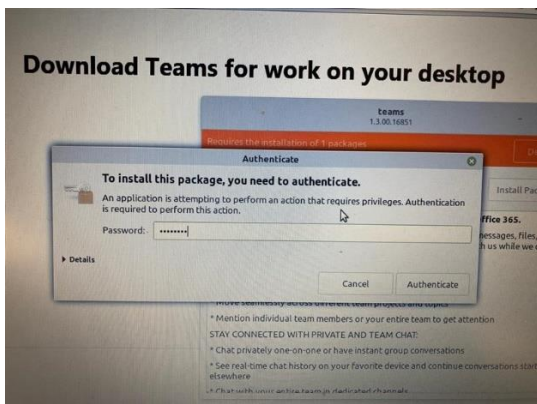
9. It will install the file. When it's finished, click on the Reinstall Package button. It will again install a file. This window will once again open. You can ignore it.

10. Click on the green, bottom corner icon on the left-hand side and type "Microsoft" into the bar. You should see "Microsoft Teams-Preview" pop up on the bottom of the right-hand column. Double click on the "Microsoft Teams" icon. You can now log into Microsoft Teams using your school email and password.
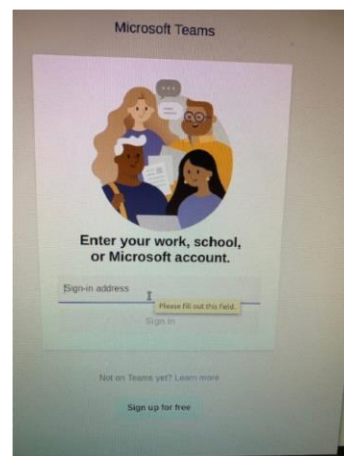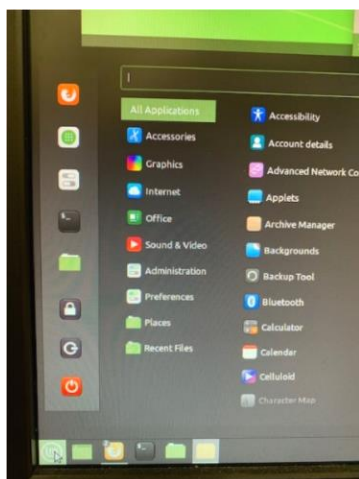
11. You can now close out all unused browsers. Your Teams icon will be on the lower right-hand side of your computer. If you restart your computer, Teams will automatically open to your page once you are logged in. If you have multiple students using Teams on this computer, the student logged in will need to log out by going to the top of the Teams page, clicking on their initials and signing out.

12. Questions?
    HHE & GWE Email distancelearning@sequimschools.org
    SMS Email distancelearning@sequimschools.org or elawson@sequimschools.org
    SHS Email distancelearning@sequimschools.org or lrapelje@sequimschools.org