Student Guide for Microsoft Teams

Go to: oneview.duvalschools.org and log in with your Student Id and Password

Once you’re logged in, you’ll want to click on the “waffle” in the upper left corner or the sharepoint.

This opens up to all of the Microsoft Apps you have available to you through DCPS.

The one you’re going to need for Duval HomeRoom is Teams.

Click on Teams.

This is going to open up to the Teams that have been set up for each of your classes.

The names might appear in two different ways.

- A name your teacher gave the Team.
- Or, the way the class is listed in Focus.

To open up to the class, you simply click on it.
Once in the class this is what you’ll see. Each class will open up to “General Posts.” This is where you’ll see announcements from your teacher.

Your teacher may open the ability for you to post here.

Reply to a specific task or announcement.

Start a new conversation (this is a great way to ask a question.)

Important: always use academic/appropriate language for posts.

Along the top of your Team page you’ll have various tabs. Your teacher may add more, so be sure to pay attention to this area.

The Files tab is where your teacher may upload class documents. These documents will be read only, but you can open and download a copy if you would need to.

The Class Notebook will open up to your class OneNote.

If your teacher chooses to use this for notes or assignments, they’ll give specific directions regarding that.

Your teachers will not be accepting assignments here. All assignments will be uploaded onto FOCUS.

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**Student Usernames & Passwords**

To access the DCPS HomeRoom Resources, students need to log in with their DCPS username/password.

**Username for a DCPS device:** 6 + 8-digit student number (no spaces)  
Example: st12345678

**Username for personal device:** 6 + 8-digit student number@students.duvalschools.org  
Example: st112345678@students.duvalschools.org

**Password:** first letter of the student’s legal name upper case (John Smith = J), the second digit birthday (01-09), the first letter of the last name lower case (John Smith = j), and the last 4 digits of the student’s social security number (2345)*  
Example: John02345

*Personal security number was provided with the last 4 digits of the student number

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**Students: Accessing my DCPS Email Account from Home**

1. Launch a Google Chrome browser.
2. In the address bar, type in the following web address: .
3. On the DCPS login page, click DCPS Login. Type in your username and password.
4. Once on the OneView landing page, go to the upper left-hand corner and click the .
5. Several office 365 applications will appear. Click outlook.

You are now in your DCPS email account.