

Follow step by step video link on <u>www.taylorcountyboe.net</u> Also available on Taylor Co. School Facebook page

Step 1: Mosyle Manager Login

1. Launch the Manager App



2. Sign in with your Office 365 email address. If prompted, choose Work or School Account. Enter your Office 365 password and click sign in. Click accept. This completes this step. You may close the app.



Step 2: Sign in to iCloud with your managed school Apple ID

1. Launch the Settings App



2. Click on "Sign in your iPad" on the top left side. Enter your SCHOOL Apple iD (This was provided to you on a colored note card). Enter your Temporary Password. You will now create a new 4 digit password. Students will want to write down new password on their note card. This completes this step. You may close the settings app.

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Step 3: Office 365 App setup

1. Launch the Microsoft One Drive App



2. Sign in with your Office 365 email. Click Sign in to One Drive for Business. Enter your password and click sign in. Click Ok if prompted to keep up with file changes. All of your Microsoft Apps will now be signed in to your Office 365 account. This completes this step.

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3. Open the Outlook App & sign in using your K12 email address and password. This app will allow students to access their Office 365 Emails.



4. Open Microsoft Teams App & Sign In using your K12 email address and password. This app will allow students to access their Teams Classroom setup by their teacher.

