



Simple Steps for Students to Access Microsoft Teams

1. Log into Clever
2. Find and click on the O365 icon
3. Find and click on the Teams icon

This is the web-based version of Teams that can be accessed via any device that is connected to the internet.

The Clever site can be found by:

1. Going to www.pcsb.org
2. Clicking on the tab for Students
3. Clicking on the Clever button (1st one on the left-hand side of the webpage)