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## OFFICE 365 LOGIN CREDENTIALS

April 3, 2020

Greetings Parents and Guardians of Little Flower Students,

Monday, April 6, 2020 marks the launch of the digital learning platform for Little Flower's continuity of learning plan during the statewide school closure period, currently set to end April 15, 2020 but likely will be extended by Governor Cuomo.

Our teachers and service providers have been preparing their Office 365 Teams classrooms the past two weeks, readying content and activities to engage your child in the new learning model.

Every student has a Microsoft Office 365 (O365) account giving them access to the entire Microsoft suite. The suite contains web versions of Microsoft programs such as Word, Excel, and Powerpoint. You do not have to download the application onto your computer. Students will login at <https://www.office.com> to use the programs.

Teams is offered as a stand-alone application that can be downloaded on mobile devices such as phones and tablets. If you do not have access to a device for your child please contact the principal by email at [rscappatore@littleflowerufsd.org](mailto:rscappatore@littleflowerufsd.org) to request one.

Students' usernames are unique and will be supplied to the parent via the email on file. If we do not have an email on file, school staff will be reaching out to acquire your email to send these credentials.

Our teachers will be using the Teams application within the suite to communicate with students. To get to the Teams application go to <https://www.office.com> and login with the credentials provided.

Once logged in to O365, click on the Teams app to open it, then click on a class title, then click on the Assignments tab, and then click the View Assignment button. Students can review and respond to the assignments and receive feedback from teachers directly in the application.

Staff will be available to support the launch of this process. If there is a question with the ASSIGNMENT, please have your child contact the teacher through the Teams platform or email the teacher directly using the email lists on the [website](#). If there is a LOGIN question, please contact [rscappatore@littleflowerufsd.org](mailto:rscappatore@littleflowerufsd.org).

We look forward to working with your child during this next phase in learning. Be well, stay safe, stay healthy.

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Superintendent

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Principal

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Director of Special Education