1. **How to activate the school mail**
2. Open this URL: [www.outlook.com/mak-hhhs.edu.lb](http://www.outlook.com/mak-hhhs.edu.lb)
3. Type in your email, click next then type in your password:



1. As a first login, you have to change your password. The new password format must contain one capital letter + numbers + special characters.



1. Then click Submit.
2. **How to download Microsoft Teams.**
3. Open the following webpage: <https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app>
4. Click on “Download for desktop” in the following webpage:



1. Then click “Download Teams”:



1. Then click “Run” below:



1. When the download is done, Microsoft Teams Login Window will open on your desktop:



1. And you will find the shortcut icon of the application on your desktop :

