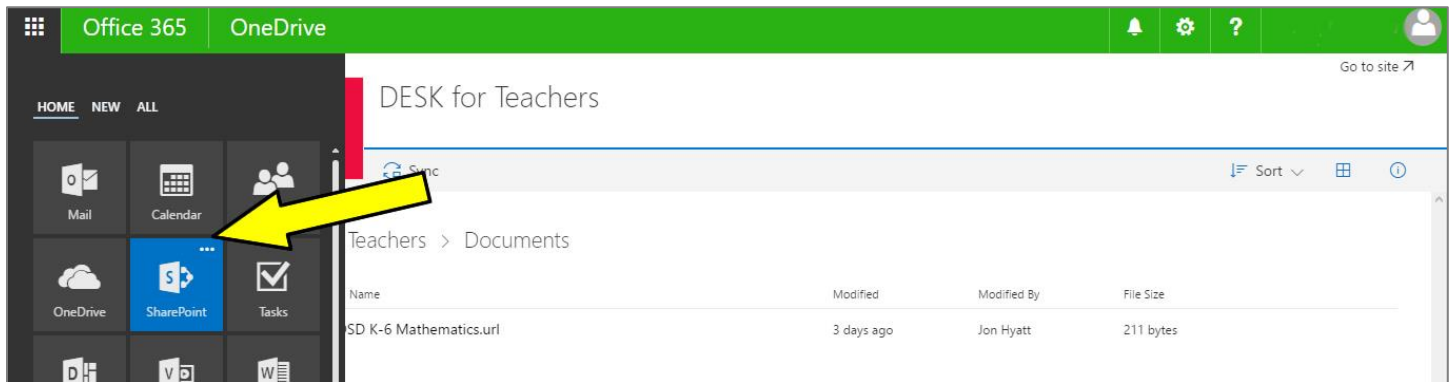
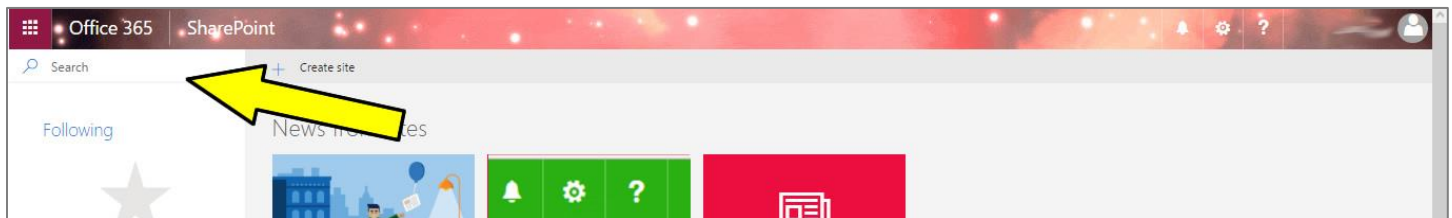


# Instructions to follow or PIN DESK for Teachers in Office 365

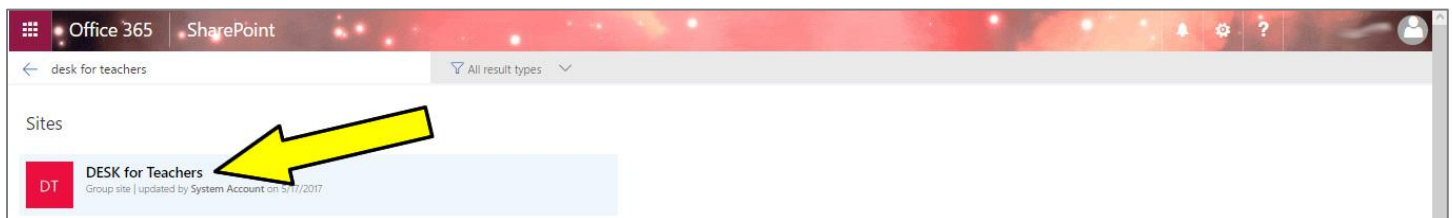
1. Click on the WAFFLE menu OR go directly to <http://bit.ly/office365desk> and skip to step 5



2. Choose SharePoint



3. Search for “DESK for Teachers”

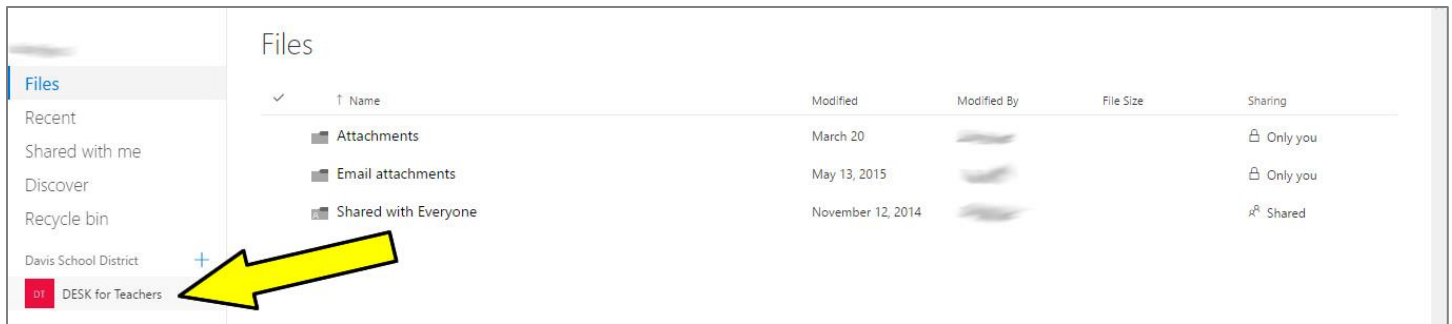


4. In search results choose the site labeled “DESK for Teachers”

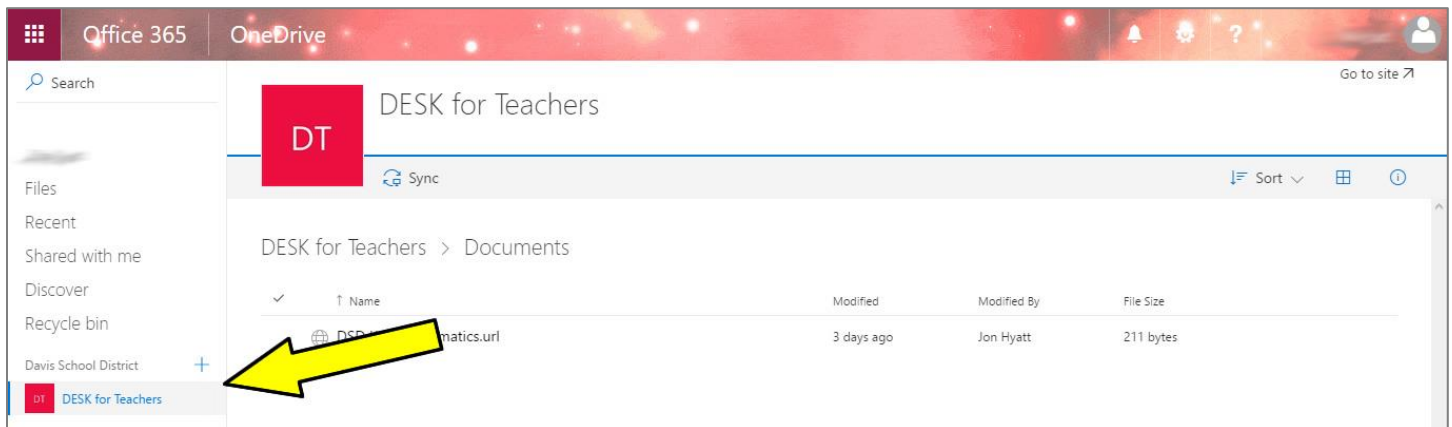


5. In top right corner find and click the hollow star to **FOLLOW** or **PIN** the site.

6. RETURN TO ONEDRIVE (WAFFLE > OneDrive)



7. Desk for Teachers is pinned to your OneDrive in the LEFT navigation



8. Links to content areas will show in the OneDrive window