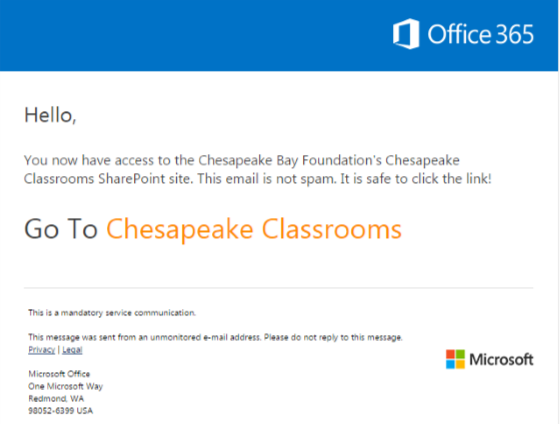
Welcome!

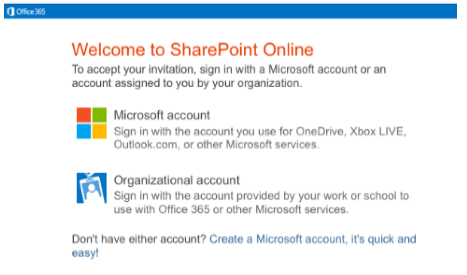
This is a step-by-step guide to access the *Chesapeake Classrooms* and MELP SharePoint site.

**Step 1**: After you register for a summer institute, you will receive an e-mail from Microsoft Online Services Team ([msonlineservicesteam@email.microsoftonline.com](mailto:msonlineservicesteam@email.microsoftonline.com)) to the email address you provided on the registration form.

**Step 2**: Click the **orange text “Chesapeake Classrooms”.** It is a link directly to the *Chesapeake Classrooms* and MELP SharePoint site. (If you have a Microsoft account make sure you are logged-in, and you should have automatic access to the *Chesapeake Classrooms* SharePoint page.)



**Step 3**: If you do NOT have a Microsoft account, clicking the **orange text** will prompt you to create an account with a Microsoft service of your choice. Click your choice or “Create a Microsoft account” and follow the prompts. Once you’ve created an account, click the **orange text again** to get access to the site.



**Step 4**: When you arrive at the *Chesapeake Classrooms* homepage, you will see all of your course resources.

