
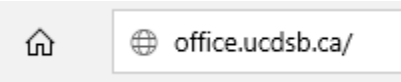


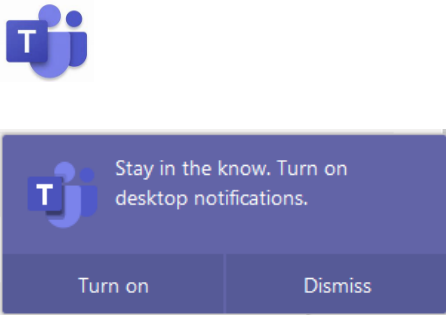

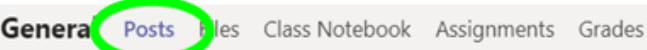
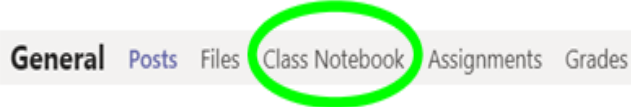
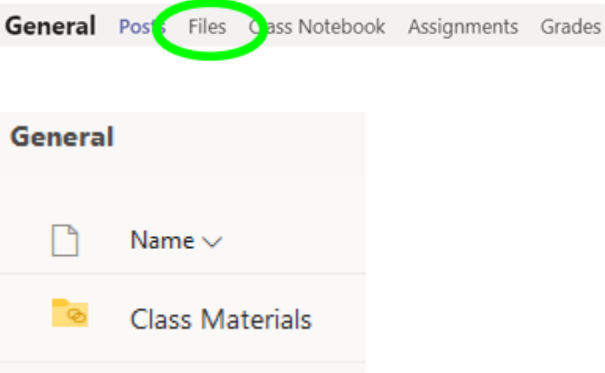
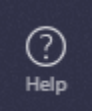





# Microsoft Teams- Students Getting Started

Step 1	Access Office 365
 	<p>All UCDSB students grades K-12 have a Microsoft account. To access this account from your web browser:</p> <ol style="list-style-type: none"><li>1. Open your browser</li><li>2. Type <a href="http://office.ucdsb.ca">http://office.ucdsb.ca</a></li></ol> <p><b>*NOTE: Be sure to type this into the address bar directly and do not use the search links.</b></p>
Step 2	Login
UCDSB student Sign in credentials	<ol style="list-style-type: none"><li>1. Username- student email address</li><li>2. Password= Contact your classroom teacher to access passwords for younger students or to reset a forgotten password for older students</li></ol>
Step 3	Outlook Email
 Outlook	Students should end up in their Outlook email account.
Step 4	
	<ol style="list-style-type: none"><li>1. Select the <b>app launcher</b> in the top left corner to view all of the other apps students can access like Word, PowerPoint, OneNote and many more. *Note These apps can be loaded on your computer for free. See <b>Further Instructions to Download Apps at Home</b></li></ol>

<p><b>Step 5</b></p> 	<p>Microsoft Teams</p> <ol style="list-style-type: none"> <li>1. Select the <b>Teams</b> app from the app launcher</li> <li>2. If prompted, turn on the notifications</li> </ol>
<p><b>Step 6</b></p> 	<p>Your Class Team</p> <ol style="list-style-type: none"> <li>1. Look in the top left corner of the screen to find a list of your teams.</li> <li>2. Select the Team name your teacher has shared with you</li> </ol>
<p><b>Step 7</b></p> 	<p>Posts</p> <ol style="list-style-type: none"> <li>1. Look at the top of the screen to find the <b>POST</b> tab.</li> <li>2. Select it and look for a message from your teacher</li> <li>3. Look for the reply button under the message to send a message back to the team</li> <li>4. This will be a great opportunity to connect with your teacher and peers. There are <b>two important rules</b>. All posts in this area must be <b>considerate</b> and <b>appropriate</b>(related to school content) Inappropriate comments may result in users being muted  <b>*Note Everyone on the Team (your class) will be able to see the post.</b></li> </ol>
<p><b>Step 8</b></p>	<p>Notebook</p> <ol style="list-style-type: none"> <li>1. Select <b>Notebook</b> to access the student section of your Class Notebook where</li> </ol>

	<p>you can view content your teacher has shared and submit your work if this is a feature your teacher is using</p>
<p><b>Step 9</b></p>	<p><b>Files</b></p>
	<ol style="list-style-type: none"> <li>1. Select <b>Files</b> to access any files your teacher has uploaded.</li> <li>2. Look in the <b>Class Materials</b> folder- materials here are read only</li> </ol>
	<p>If you are interested in learning more about Teams, Microsoft has built a number of excellent training resources right into the tool. Look for the <b>HELP</b> button on the left side of your screen from Teams.</p>
<p>Training</p>	<p>Select <b>Training</b> from the dropdown list</p>
<p>Starting Points</p>	<p><a href="#">Download the Quick Guide</a></p>
<p>Additional Resources from Microsoft</p>	<p><a href="https://aka.ms/TeamsEduGetStartedParents">https://aka.ms/TeamsEduGetStartedParents</a>  <a href="https://aka.ms/TeamsEduMeetingsParents">https://aka.ms/TeamsEduMeetingsParents</a>  <a href="https://aka.ms/TeamsEduAccessibilityParents">https://aka.ms/TeamsEduAccessibilityParents</a></p>
<p><b>Access Teams app from Mobile Device</b></p>	<p><b>Access Teams app from Mobile Device</b></p>
 <p><a href="mailto:first.last@my.ucdsb.ca">first.last@my.ucdsb.ca</a></p>	<ol style="list-style-type: none"> <li>1. Download the <b>Microsoft Teams</b> app on your phone or tablet from your app store.</li> <li>2. <b>Sign in</b> using your <b>UCDSB email address</b>. Do NOT sign up to access your UCDSB Teams content. You already have an account. Your password will be the</li> </ol>



same as you use to login to school computers.

3. If your teacher is using other applications like **Word** or **OneNote** within Teams, you will need to download these apps too and sign in the same way.