

Using Microsoft Teams



What is Microsoft Teams and why are we using it?

Microsoft Teams is a collaboration tool that all staff and students have access to through their SD83 email address and password. Teachers may be using Teams because...

- each of our students already has an account set up
- it can be easily installed on a variety of devices (ie. phones, iPad, tablets, computers) or accessed through a web browser like Google Chrome
- it allows teachers to hold audio or video chats with an individual student, small groups, or even the entire class
- it allows students to practice important communication skills

Once you join a TEAMS meeting here are some simple rules/expectations:

1. Be respectful and appropriate. This is a communication/teaching tool for school use.
2. Do not take pictures of students/teachers without their permission.
3. Do not mute other students or remove people from meetings.
4. Do not remove or mute the teacher.
5. Be on mute unless you are directly asked to speak by your teacher. If you have a question, type “question” in the side chat option. When the teacher is ready, they will ask you to turn on your microphone.
6. Do not post personal information in the chat.
7. Please be conscious of what you are wearing – needs to be school appropriate.
8. Please take calls from a desk, table or couch...not your bed.
9. Ensure you are ready for learning

Getting Started – Accessing Teams

Step 1: Go to <https://alf.sd83.bc.ca>

Step 2: Look under STUDENTS for TEAMS.

Step 3: Enter your **SD83 email address and password** (the first four letters of your last name, first letter of your first name, the year that you were born and the extension @student.sd83.bc.ca) – ie.

marim01@@student.sd83.bc.ca

Your password is the same that you would log into the computers at school.

A screenshot of the Microsoft Teams sign-in page. At the top left is the North Okanagan-Shuswap School District No. 83 logo. The main heading is "Sign in" with the subtext "to continue to Outlook". Below this is a text input field labeled "Full email address". There are two links: "Can't access your account?" and "Sign in with a security key?". At the bottom are two buttons: "Back" and "Next". A grey box at the bottom contains the text: "NEW! Please sign in with your full SD83 email address and password. (For example: Staff: japples@sd83.bc.ca. Students, applj00@student.sd83.bc.ca)".

Step 4: You will now see a screen that looks like this....you will be logged into "Outlook" (your email service) after completing Step 3.

Click on the 'waffle' to access all of the apps (programs) that are associated with the Office 365 software.

The screenshot shows the Office 365 'Apps' menu. At the top left is the 'Waffle' icon (a 3x3 grid of dots). Below it, the word 'Apps' is displayed. A list of applications follows: Outlook, Word, PowerPoint, SharePoint, Sway, OneDrive, Excel, and OneNote. The 'Teams' app is highlighted with a black box. At the bottom, there is a red link 'All apps →'. Three callout boxes with arrows point to specific elements: one points to the Waffle icon with the text 'Click on the 'Waffle' to change apps'; another points to the Outlook icon with the text 'Outlook is where all of your emails will go'; and a third points to the Teams icon with the text 'Click on the Teams app to access Teams.'

Step 5: Here is an overview of TEAMS (https://youtu.be/PasT3Q1ZR_I) [click **CTRL** and move your cursor over the link] and some helpful tips.

The screenshot shows the Microsoft Teams interface. The top bar is dark blue with the 'Microsoft Teams' logo and a search bar. The left sidebar contains several icons: Activity, Calls, Chat, Assignments, Teams, Apps, and Help. Three callout boxes with arrows point to specific elements: one points to the Activity icon with the text 'Click on "ACTIVITY" to see if anyone has messaged you in TEAMS or has invited you to a conference call.'; another points to the Chat icon with the text 'This is where you can view/engage in chats'; and a third points to the Teams icon with the text 'This is where you will access the "TEAM" that you teacher has set up. You will also get an email invitation in Outlook when this has been created.'