

# TEAMS AND SD72 PARENT PORTAL APP



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## @MENTION PARENTS

In order for a communication sent from your class team to be successfully received by parents, you **MUST** use the @parents method. Start your message with this. When you type in "@parents" it will convert that to a link "Parents" (see image below)

### Class Team -> Posts (Top Tab)

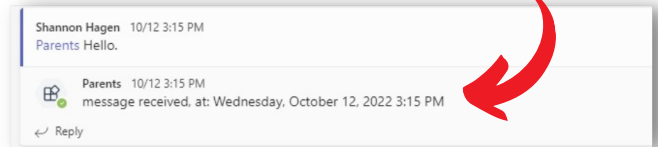
New Conversation.

@ Mention Parents -> Parents identified as recipient.



### Successfully Sent

You will know it's been successfully sent if you receive a message below the post:



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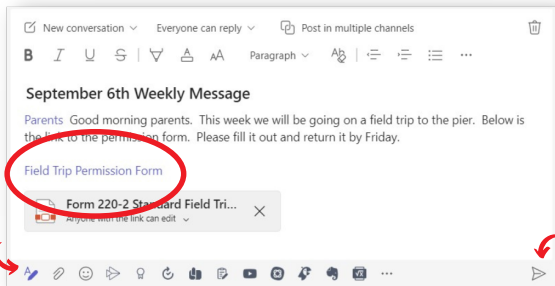
## CREATE MESSAGE

Click on "Editing icon" to open text editor view.

Type message (after the @parent ...)

**NOTE: Attachments cannot be accessed by parents in the parent portal. Any attachment must be included using links. (See next box)**

Click on the Send icon when done.



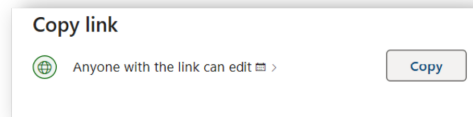
3

## INSERTING FILES FROM ONEDRIVE

### OneDrive Link

Locate file in OneDrive -> Right click -> Share

Copy Link -> Paste into body of message.



To change "Editing" rights, click on drop down arrow beside "Anyone with link can edit"

FAQs Student Safety.docx

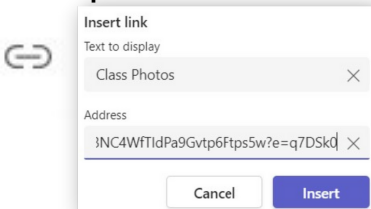
FAQs Student Safety.docx  
Anyone with the link can edit

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## INSERT USING LINK ICON

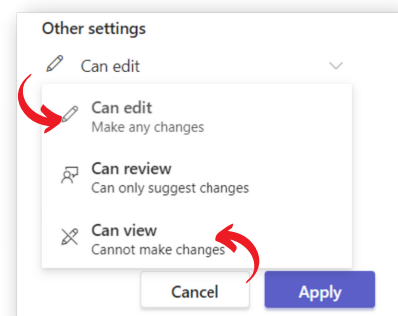
Follow first step in #4

BUT use the link icon to insert the link.



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Change "Can edit" to "Can view"



## CLICKABLE EMAIL ADDRESS

Create a direct link to your email address

Open a word document. Type in your email address.

This will then turn into a "clickable link".

Copy and paste this into the discussion post text box.

Parents please email [Shannon.hagen@sd72.bc.ca](mailto:Shannon.hagen@sd72.bc.ca)