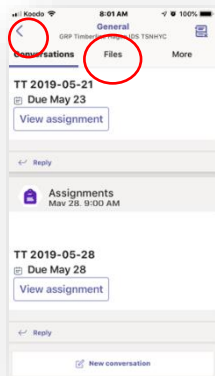




Accessing Microsoft Teams

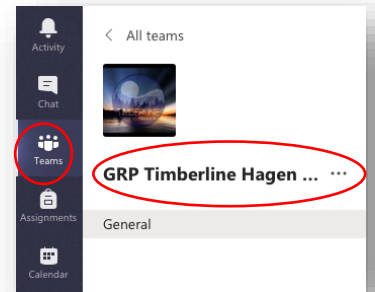
Mobile Device App

- Download the **Microsoft Teams** App from the App Store
- Install
- Login using: firstname.lastname@stu.sd72.bc.ca / Password: network password
- Click on the Teams icon located at the bottom of the screen
- Select the “GRP Timberline Hagen DMA9” Teams class site.
- You will be directed to the “Conversation” screen which is where all your notifications will be located, discussion posts and conversations.



g. You can access “Files” that are saved on the Team site from the “Files” tab located at the top of this screen.

h. Using the “<” arrow located at the top Left of the screen will bring you back to your list of Teams AND allow you to access the direct One to One Chat screen. This is what you would use if you only want to communicate with specific people.



Desktop Application

Installing Desktop App on Computer

- Go to teams.office.com
- Login using: firstname.lastname@stu.sd72.bc.ca / Password: network password
- Click on “Get the Windows App” link to install Teams on your desktop.

Download the Teams desktop app and stay better connected.

Get the Windows app

Use the web app instead



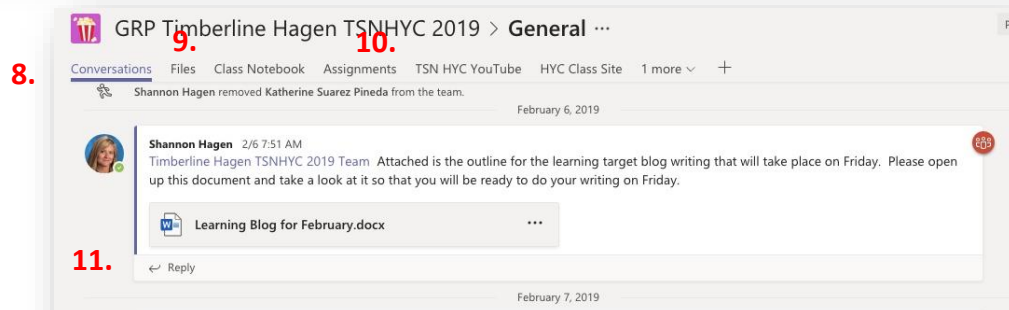
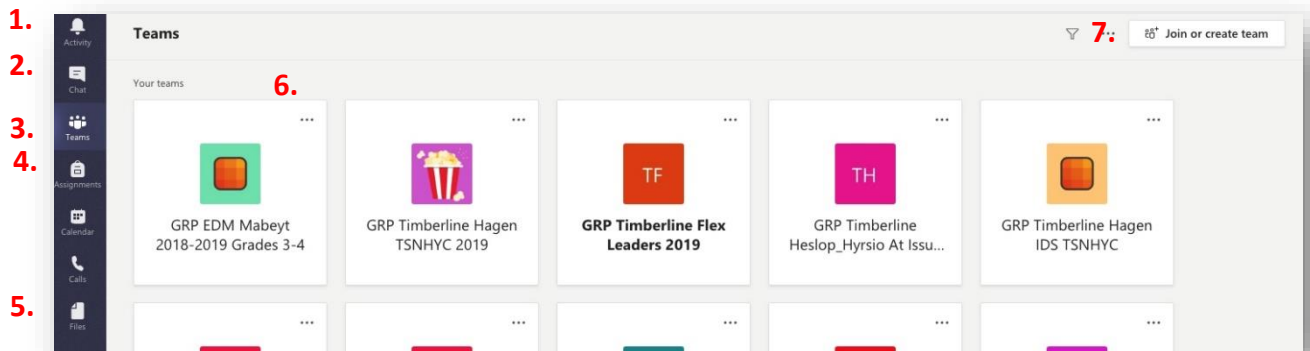
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Online Access

- Type in www.teams.office.com to access the Teams login screen directly.
- Login using: firstname.lastname@stu.sd72.bc.ca / Password: network password
NOTE: Teams does NOT work with the Safari web browser . . . you will need to access it using Chrome.

Interface



1. Activity Icon
2. Chat Icon
3. Teams Icon
4. Assignment Icon
5. Files Icon
6. Screen of Teams
7. Join Team Link (with code)
8. Conversation Screen (where directed on first entry)
9. Files Tab
10. Assignments Tab
11. List of Conversation Posts – Including individual posts as well as Assignment Notifications

TEAMS LIST will be displayed as a set of Images. This can be accessed by clicking on the Teams icon on the left sidebar.

CONVERSATION SCREEN is where group conversations occur as well as assignment notifications.

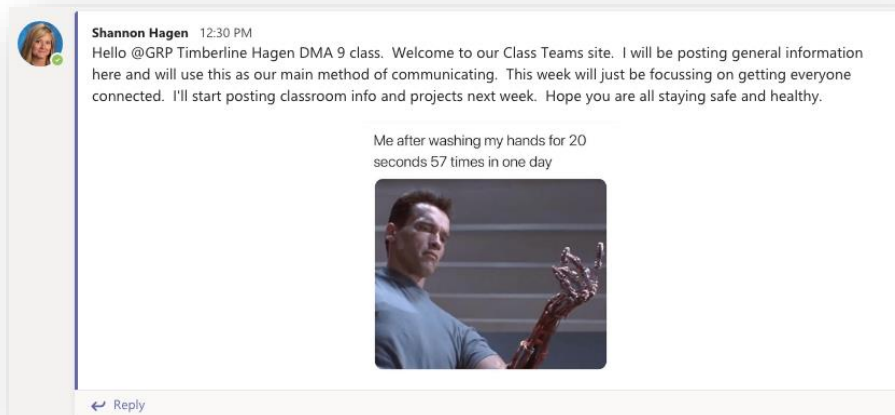
FILES TAB is where user accesses documents that are saved on the Team site. It is located at the *Top* of this screen OR the “Files” icon located on *Left* sidebar of the screen.

CHAT – icon on the *Top Left* of the screen - will allow you to access the direct *one to one* Chat screen. This is to be used to communicate with specific people.

ACTIVITY - icon on the *Top* of the *Left* sidebar will list any actions that have occurred on ANY of the Team sites you are a member. Clicking on the notification will open up the Conversation thread the notification derives from.

Communicating With the Teacher

1. Teachers will post conversations for the whole class under the Conversations tab. If you are going to respond it, please hit “reply” within the conversation thread. **DO NOT** start a new one unless it is a totally different topic. Remember, this is for school use so please keep post content applicable to school learning.



2. These whole class conversations will occur about twice a week. It will be to check in and maybe posting resources that will help you out.
3. Mrs. Hagen may also message (chat) you using the Teams app. This is a private conversation that no one else sees.
4. Mrs. Hagen will also do at least ONE video call with the whole class. Please check your equipment (mobile device or computer) to make sure you have at least a microphone and speakers attached to your device.



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How Will I Know if I Have a Message?

I recommend downloading Teams onto your mobile device. When you get a message, you will receive a notification (just like Instagram) on the app icon itself.

