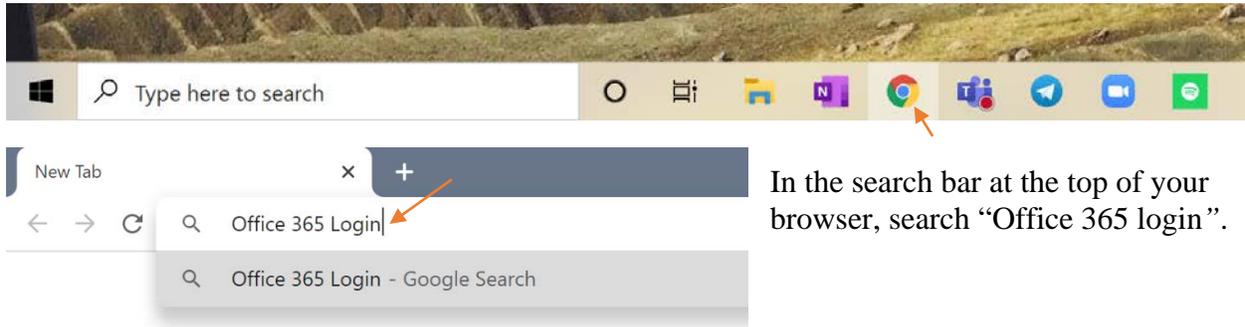


Logging into Teams

Open your preferred Web Browser (e.g. Chrome, Internet Explorer, Firefox) to get started.

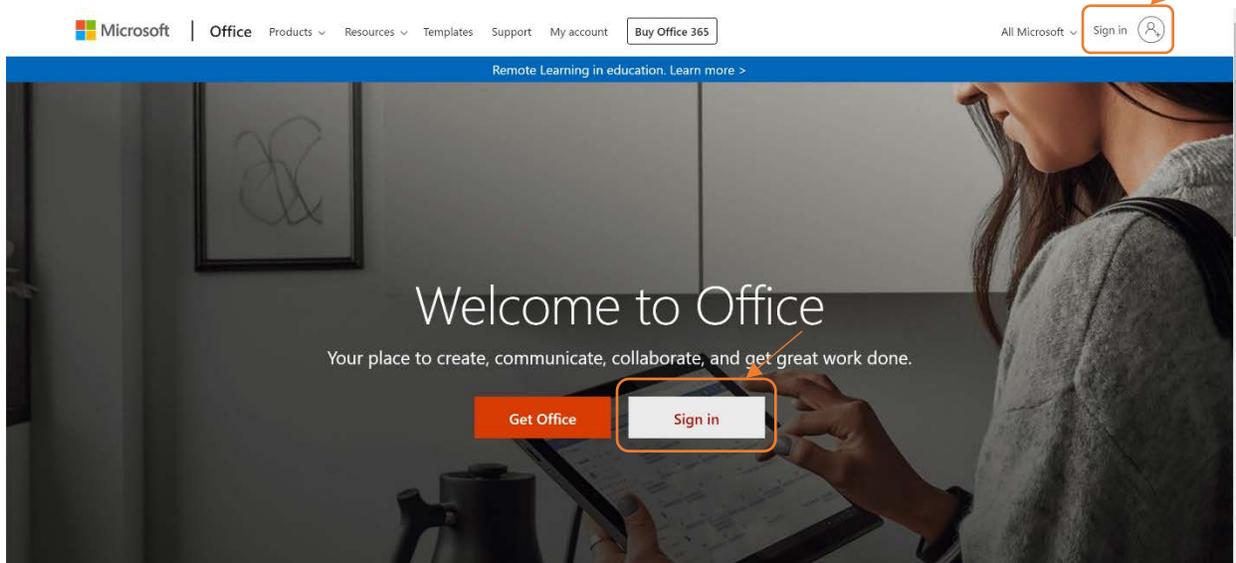


In the search bar at the top of your browser, search "Office 365 login".

Select www.office.com titled **Office 365 Login | Microsoft Office** to enter the homepage.

www.office.com ▾
[Office 365 Login | Microsoft Office](http://www.office.com)
Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote.
Save documents, spreadsheets, and presentations online, ...

Once on the homepage, select a sign-in option.

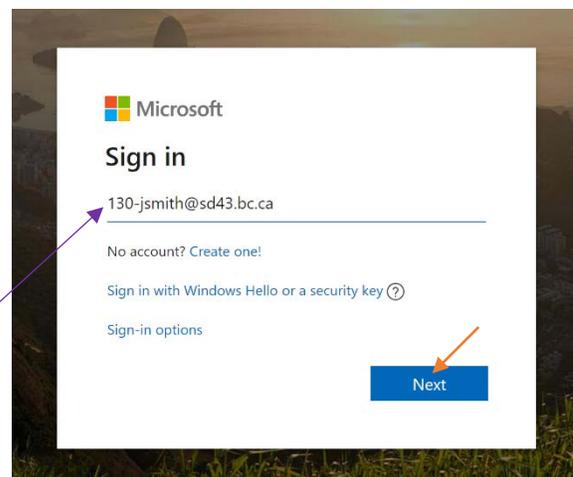


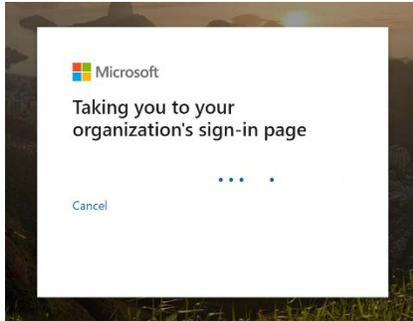
Either option will take you to the Microsoft **Sign in** page, and here you can input your SD43 student account email.

? *What's my sign-in address?*

👤 All SD43 student email addresses are formatted **130-(first letter of first name)(last name)@sd43.bc.ca**. Some students may have numbers immediately following their last names if there are multiple students with same first and last names in the district.

e.g. For student name **John Smith**, Office 365 email is **130-jsmith3@sd43.bc.ca**





Microsoft will then take you to SD43's sign-in page where you will need to input your school email's password to sign-in.

SD43

Sign in with your organizational account

130-jsmith@sd43.bc.ca

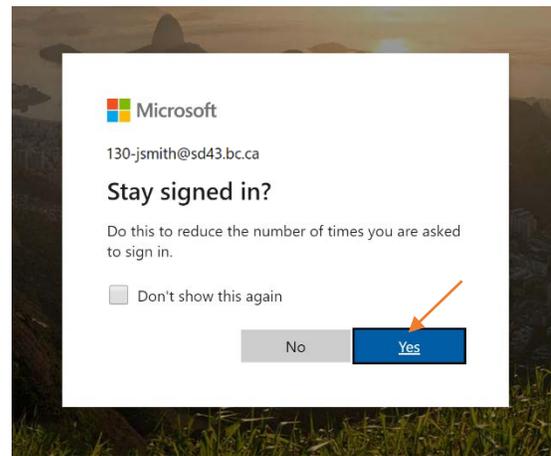
.....

Sign in

? What's my school email's password?

All SD43 student email passwords **four-six letter words** followed by **three numbers**. If you forgot this password, let your teachers know and they will recover it for you.
e.g. **apple123**

If you are accessing Office 365 from a personal device and would like to stay in to access Office features with reduced number of logins, select **Yes** to the **Stay signed in?** question. If you are accessing Office 365 from a public device, it is recommended that you select **No** to protect your account privacy.

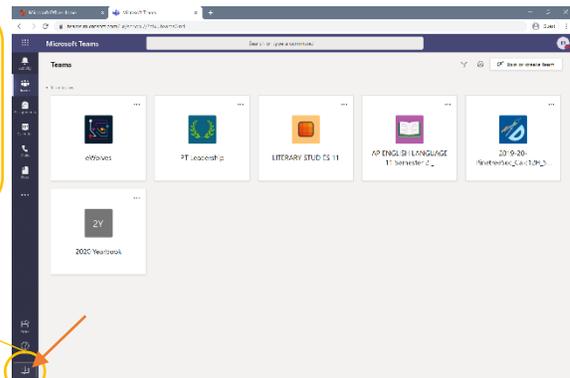


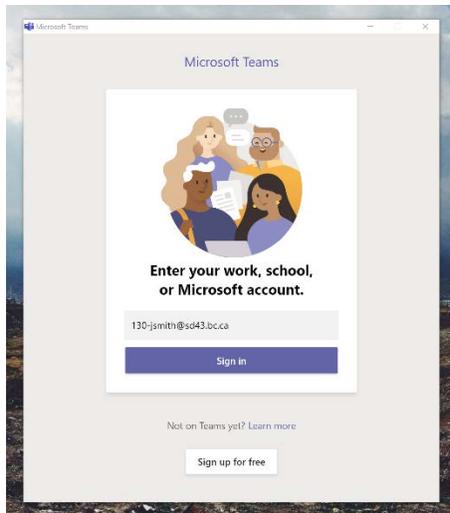
Good morning, Kate - Ki Eun



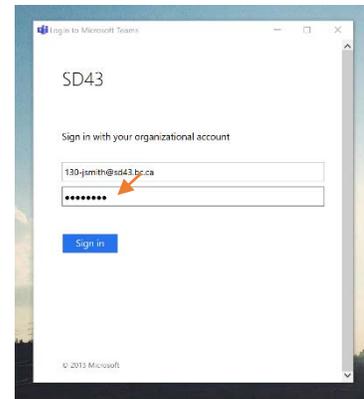
Once you are logged in, there will be a several Microsoft features lined up the top of the page. Select Teams, and you will be taken into the browser version of Microsoft Teams>Teams, featuring all the classrooms that you have been added to by your teachers.

💡 While the browser version of Teams is very good, if you have a personal device that can download Teams, it is highly recommended that you install the desktop application for the best user experience. Click on the icon in the bottom left corner of the online version of Teams to start the download.





Once you successfully download Teams onto your personal device, you will need to login again. The best part about having Teams installed as an application is that you only need to login upon downloading it. Every time you open Teams following your first login, it will be ready to go on your account.



Once again, if you are accessing Office 365 from a public device, please remember to log out upon use and not to consent to staying logged in.

To turn on desktop notifications for any classroom posts (assignments and announcements), select Turn on when the pop-up shows in the bottom right corner on your desktop version. If you don't want to receive notifications for Teams, Dismiss the pop-up and it will not appear again.

💡 If you Dismiss the notification pop-up but decide later on that you would like to receive notifications, go to the very top tab of Teams, select the circle icon with the first letter of your first name with a 1 > Settings > Notifications and select the notifications that you would like to receive.



Congratulations for getting yourself logged-into Teams! Check out more Teams tutorials to equip yourself with the skills you need to become the Teams pro you were born to be, or if you're feeling adventurous, go ahead and explore the tabs and features on your to get to know where things are. Enjoy this collaboration space and good luck on your Teams journey!