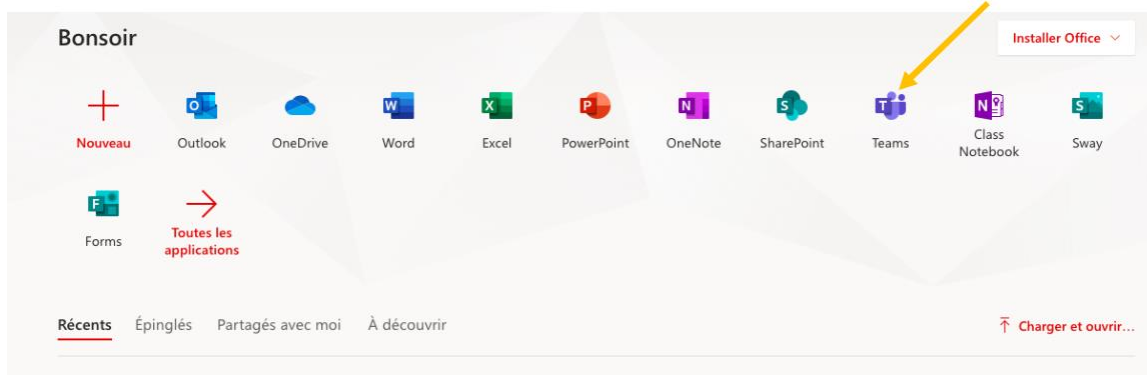


# User Guide For Microsoft TEAMS

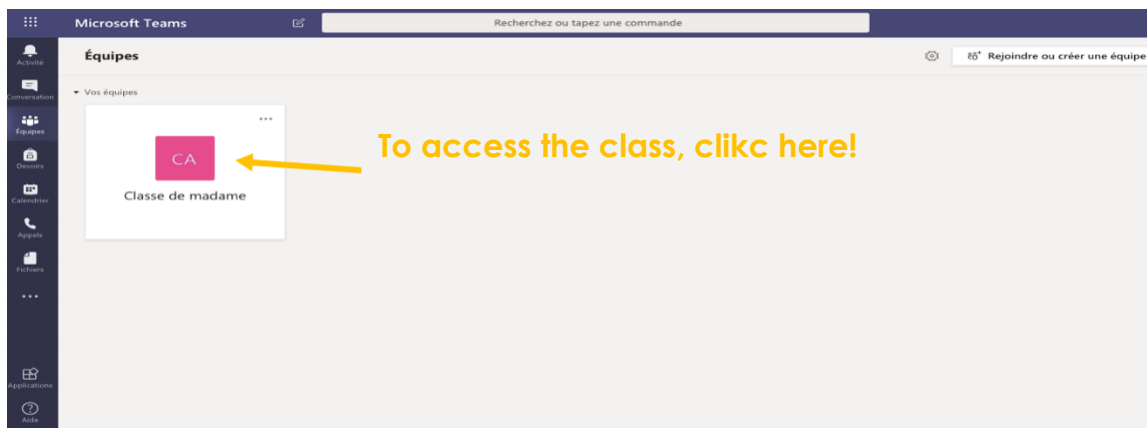
M i c r o s o f t T e a m s

If you are using a computer:

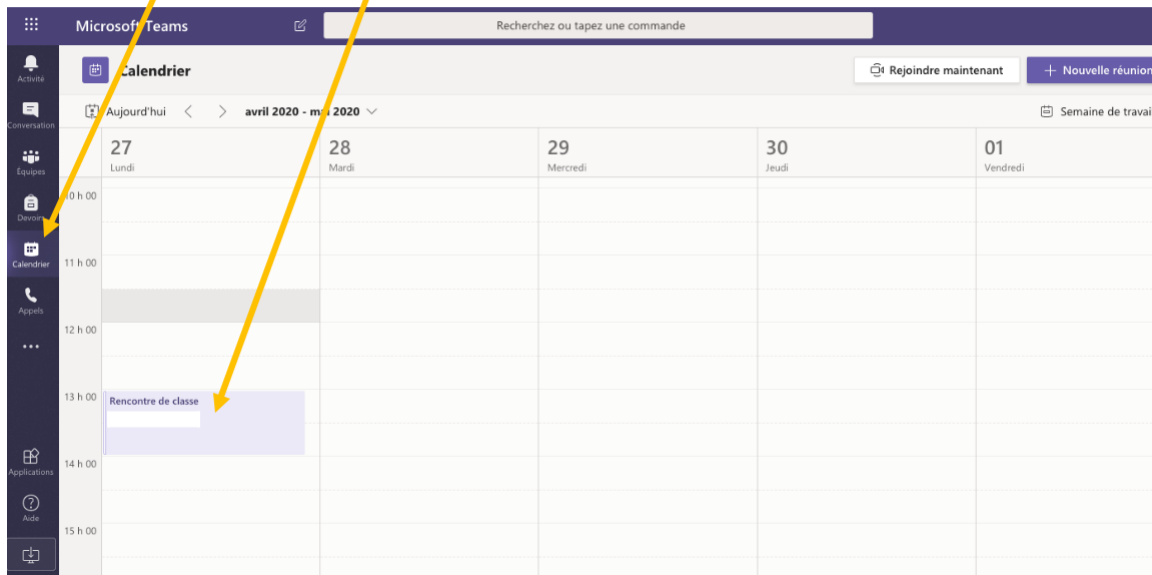
1. OPEN YOUR INTERNET BROWSER (GOOGLE CHROME, SAFARI, FIREFOX, ETC.)
2. IN THE SEARCH BAR, TYPE THE FOLLOWING ADDRESS: [HTTPS://WWW.OFFICE.COM](https://www.office.com)
3. CLICK ON 'CONNEXION' AND ENTER YOUR CHILD'S SCHOOL BOARD EMAIL AND PASSWORD.
4. YOU WILL LAND ON THIS PAGE AND YOU WILL HAVE TO CLICK ON THE ICON FOR **TEAMS**



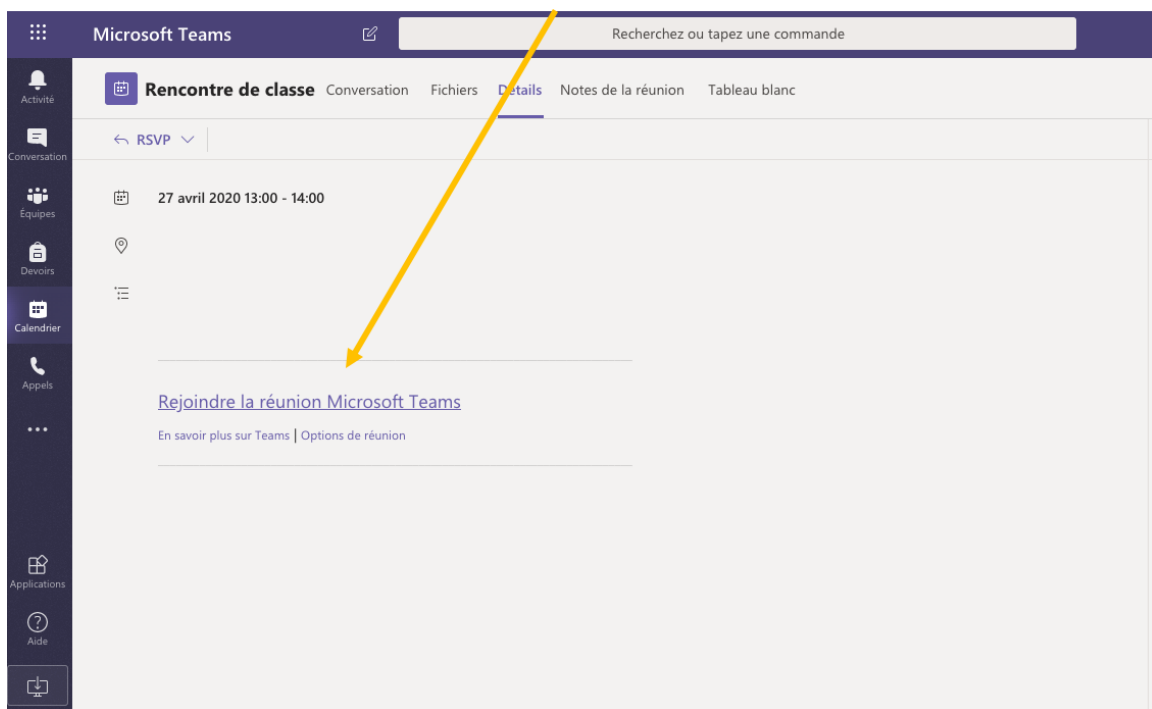
5. YOU WILL BE REDIRECTED TO THE MICROSOFT TEAMS PLATFORM. YOU CAN ACCESS THE CLASS BY CLICKING ON THE **ICON**.



6. CLICK ON **CALENDRIER**, ON THE LEFT TO ACCESS MEETINGS. YOU WILL BE ABLE TO SEE THE ONES THAT HAVE BEEN PROGRAMMED. ON THE DAY AND TIME OF YOUR MEETING, TO JOIN YOUR CHILD'S TEACHER, CLICK ON **RENCONTRE DE CLASSE**.



- THEN CLICK ON **REJOINDRE LA RÉUNION MICROSOFT TEAMS TO JOIN**.



7. YOU CAN SEND A MESSAGE TO THE TEACHER IN THE **CONVERSATION** BOX TO LET THEM KNOW YOU ARE CONNECTED AND READY FOR THE MEETING !

