



User Guide For Microsoft TEAMS

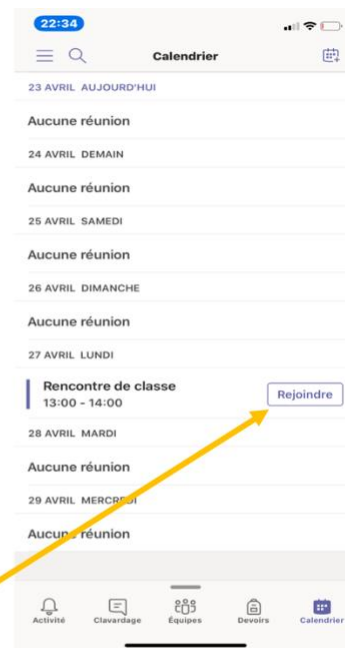
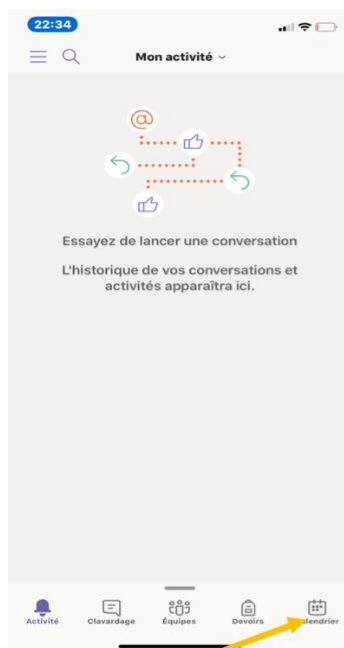
M i c r o s o f t T e a m s

If you are using a tablet or a telephone:

1. DOWNLOAD THE MICROSOFT TEAMS APPLICATION.

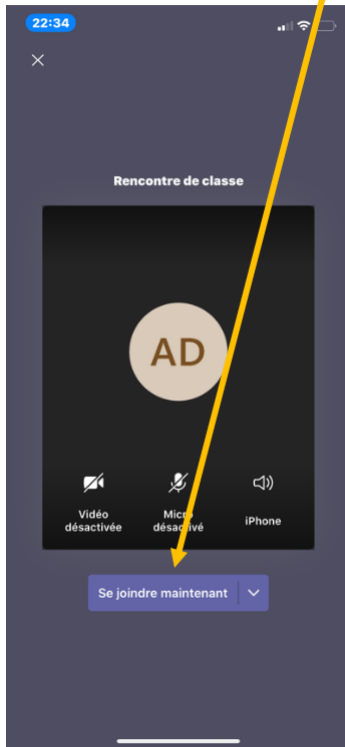


2. TO CONNECT, YOU WILL HAVE TO ENTER YOUR CHILD'S SCHOOL BOARD'S EMAIL AND PASSWORD.
3. YOU WILL LAND ON THE MICROSOFT TEAMS PLATFORM WHERE YOU AND YOUR CHILD WILL BE ABLE TO ACCESS ANY UPCOMING MEETINGS.



4. CLICK ON **CALENDRIER** AT THE BOTTOM RIGHT. YOU WILL BE ABLE TO SEE PLANNED MEETINGS. ON THE DAY AND TIME OF THE MEETING, TO JOIN YOUR CHILD'S TEACHER, CLICK ON **REJOINDRE**.

THEN CLICK ON **SE JOINDRE MAINTENANT**



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