

## HOW TO ACCESS MICROSOFT TEAMS AS A STUDENT OR PARENT



Some teachers will be using Microsoft Teams as a platform for working with their students. Some teachers may be using Microsoft Teams to hold virtual meetings with you and your student, or with groups of students. They may also choose to set up a virtual classroom within Microsoft Teams where your child can interact with their classmates and share their work. Please consult with your child's teacher for how they plan to use this tool with your child.

We have included some instructions below for how to install Microsoft Teams and get logged in to Microsoft Teams.

### INSTALLING MICROSOFT TEAMS

On a mobile device, such as an iPad or Android or Apple phone, you can install the Microsoft Teams app from the Apple Store or the Google Play Store.

On a Windows or Macintosh desktop computer, you can download and install the Microsoft Teams app from:

<https://teams.microsoft.com/download/>

If your classroom teacher is just using Teams for inviting you to meetings, you may not need to log in to the Teams apps at all. You will just click on links e-mailed to you to connect to the virtual meeting.

If your teacher is using Teams as a classroom collaboration tool, you may need to log in using your child's user id and password.

### LOGIN ID

Students will need their School District user id and password to connect to Microsoft Teams. For many of our younger students, the user id will be the same as their student number. For older students the user id might look like ab1234. This will be the user id that your child uses to log in to Windows computer in the school, or to connect to the District's wireless network with their personal devices.

To log in to Microsoft Teams, the student will add @sd62.bc.ca to their user id, so it will be:

- 1234567@sd62.bc.ca or
- ab1234@sd62.bc.ca

### FORGOTTEN PASSWORDS

If a student has forgotten their password, we have provided a self-service tool where they can request a new password:

<https://student-selfserve.sd62.bc.ca/>

The student will need to provide their pupil number, their home phone number, and a parent e-mail address which matches the information in the School District's Student Information System.