



Getting Started on Microsoft Teams

Download Teams to up to 5 devices for free with your child's SD43 email. Using the Teams app will prevent many technical difficulties

This booklet has How To Documents for your devices:

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- iPhone/ iPad Page 3
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- Signing into Teams on Any Mobile Device Page 5



How to Download Teams on a Laptop

Downloading Teams on your device will help prevent technical difficulties

1. **Download** Microsoft Teams:
<https://products.office.com/en-ca/microsoft-teams/download-app>

2. **Locate** the Microsoft Teams icon on your desktop screen.

3. Enter your child's SD43 email

Example: 020-billys@sd43.bc.ca

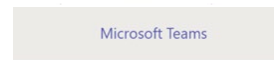
This information is provided to you by your child's teacher

4. Sign in using your child's SD43 email and 3-letter password

Example: 020-billys@sd43.bc.ca
Password: ***

This information is provided to you by your child's teacher

5. Select your class **Team**.



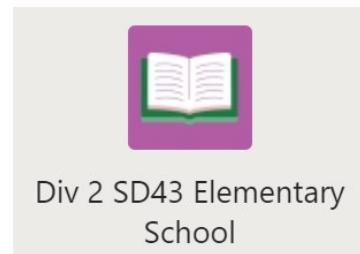
Enter your work, school, or Microsoft account.

Sign in

SD43

Sign in with your organizational account

Sign in



(Image and team name will vary)



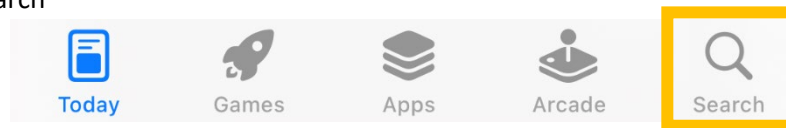
How to Download Teams on an iPhone or iPad

Downloading Teams on your device will help prevent technical difficulties

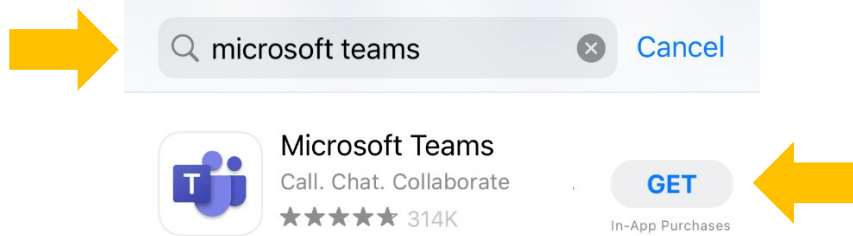
1. Go to the App Store



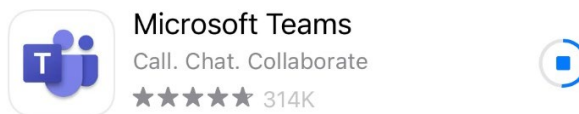
2. Click on Search



3. Type microsoft teams on the Search bar then click Get



4. It may take a few seconds for it to download





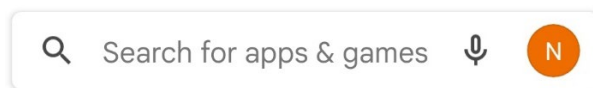
How to Download Teams on an Android

Downloading Teams to your device will help prevent technical difficulties

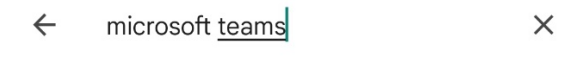
5. Go to the **Play Store**



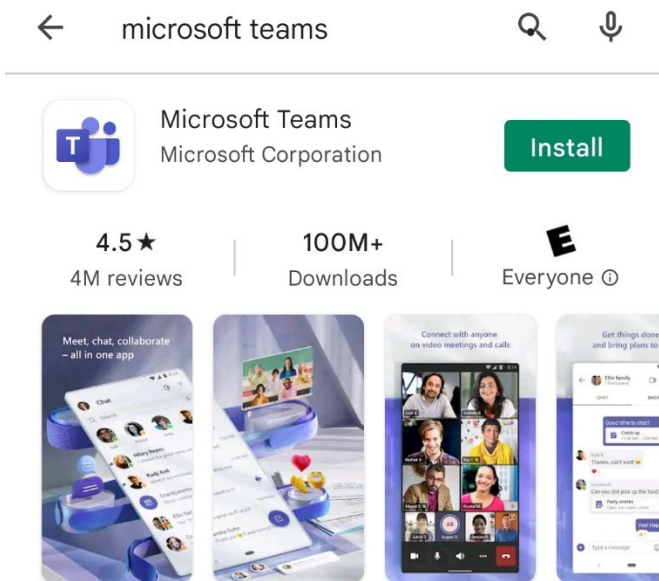
6. Find the **Search Bar** at the top of the screen



7. Type **microsoft teams** on the search bar



8. Click **Install**



9. It may take a few seconds for it to download



Getting Started with Teams on an iPhone, iPad, Android or Tablet

1. Click on the Teams



2. Enter your child's SD43 email:

Example: 020-billys@sd43.bc.ca

Microsoft Teams



Get started with your work,
school, or personal Microsoft
account



Enter email, phone, or Skype

Sign in

3. Sign in using your child's SD43 email and 3-letter password

Example: 020-billys@sd43.bc.ca

Password: ***

SD43

Sign in

someone@example.com

Password

Sign in

This information is provided to you by your child's teacher