Software Application Support:

Office 365 – How to Install MS Teams

ICT Services
North Vancouver School District
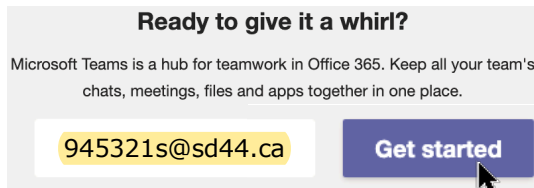
nvsd

Workstation Installation
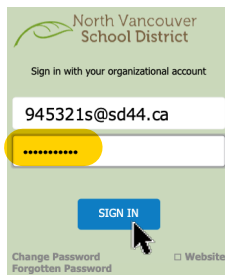
1. Windows

https://teams.microsoft.com/start

Enter your school district login email and click *Get started*.
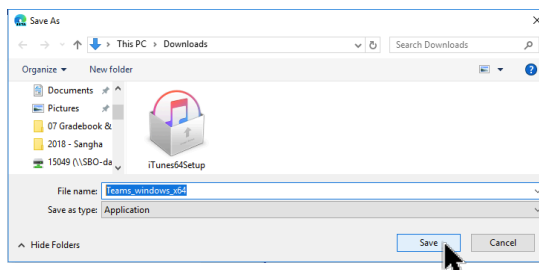Your login should be in the format of "*student login ID*@sd44.ca" (ie. 945321s@sd44.ca)

Ready to give it a whirl?

Microsoft Teams is a hub for teamwork in Office 365. Keep all your team's chats, meetings, files and apps together in one place.

945321s@sd44.ca   **Get started**

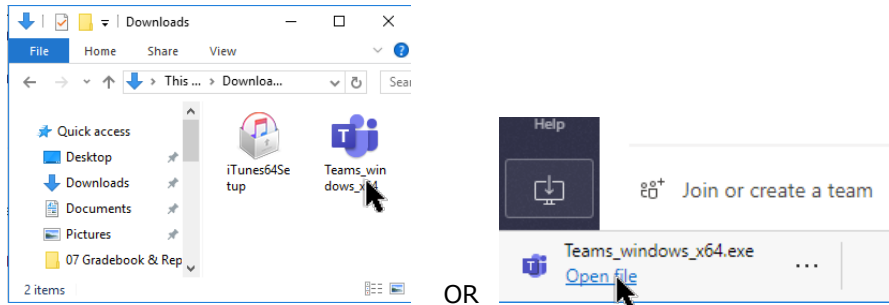You will be re-directed to the school district login page. Enter your District password and click *Sign In*.

North Vancouver
School District

Sign in with your organizational account

945321s@sd44.ca

••••••••••

SIGN IN

Change Password   ☐ Website
Forgotten Password

Once logged in, click the *Download* icon in the lower left corner of the page.

ICT Purchasing   •••

ICT Trainers   •••

Apps

Help

⊟⊡⁺ Join or create a team   ⚙
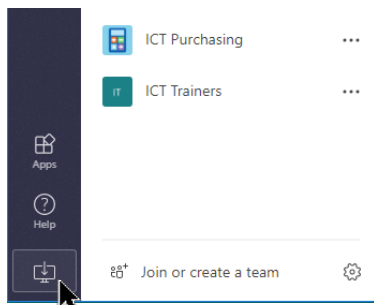
The application will automatically download. If prompted to save, choose a location and click *Save*.

Save As

This PC › Downloads

Organize ▾   New folder

Documents
Pictures
07 Gradebook &
2018 - Sangha
15049 (\\SBO-da

iTunes64Setup

File name: Teams_windows_x64

Save as type: Application

Hide Folders   Save   Cancel

Once the download is complete, navigate to the save location or click the link that appears within your web browser and launch the installation file.
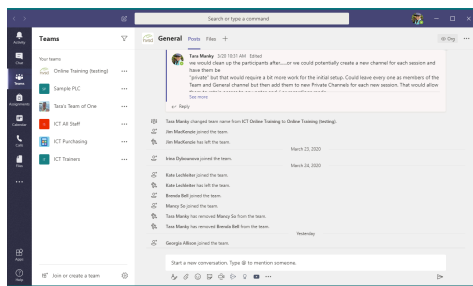
 OR

The Teams application will begin to install.

Once installed, you may be prompted to login. As with your initial login online, use your "*student login ID@sd44.ca*" (ie. 945321s@sd44.ca) and your usual District password. Click *Sign in*.

Once installed and logged in, Teams will open. It should appear very similar to the online version with a few enhanced functionalities.
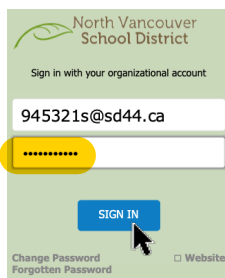
2. Mac

https://teams.microsoft.com/start

Enter your school district login email and click *Get started*.
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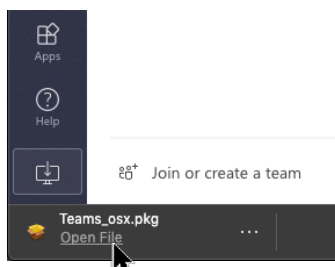
Ready to give it a whirl?

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North Vancouver School District

Sign in with your organizational account

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•••••••••••

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Forgotten Password

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ICT Purchasing   •••

IT   ICT Trainers   •••

Apps

Help

Join or create a team

Once the download is complete, navigate to the save location or click the link that appears within your web browser and launch the installation file.

Apps

Help

Join or create a team
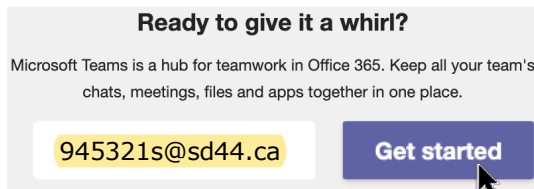
Teams_osx.pkg
Open File   •••

The Teams application will begin to install. Click *Continue* and *Install* to proceed.
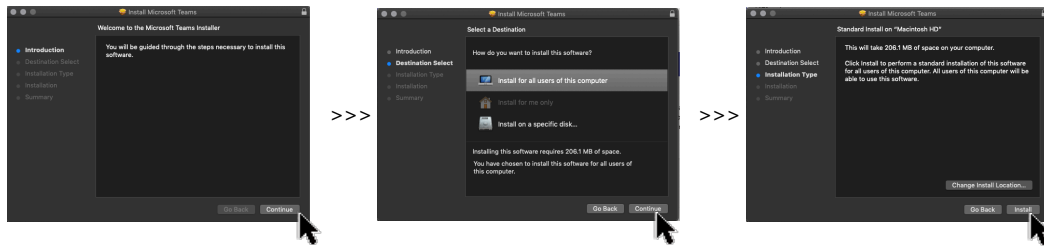
You may be prompted for you workstation password. Enter it and click *Install Software*.
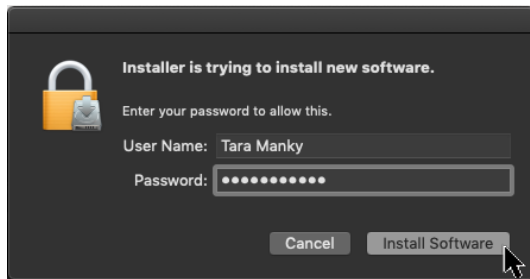
Click *Close* and *Move to Trash* (if prompted).

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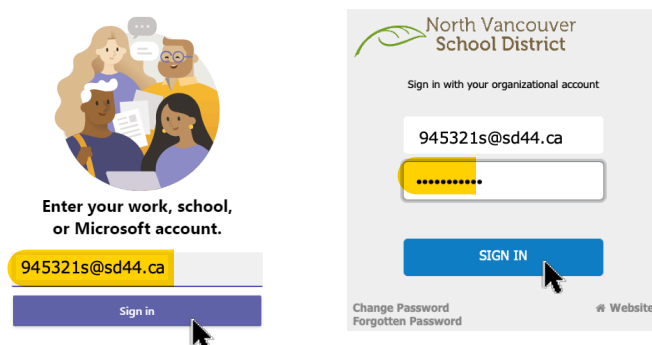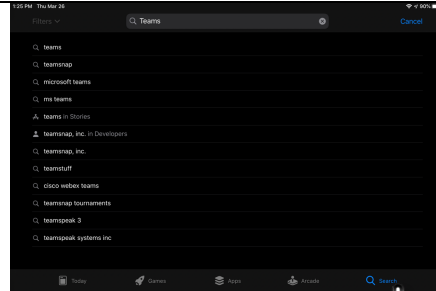

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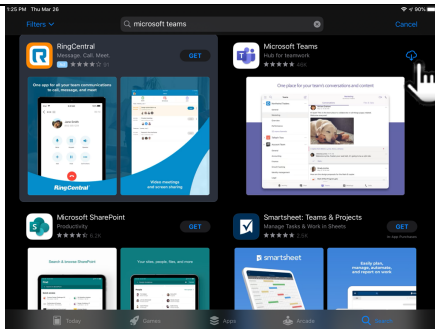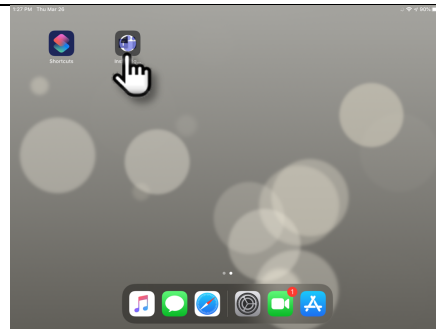
Mobile Installation

1. iPad
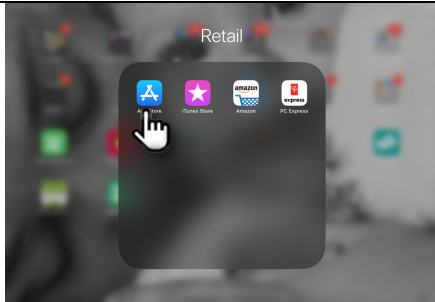
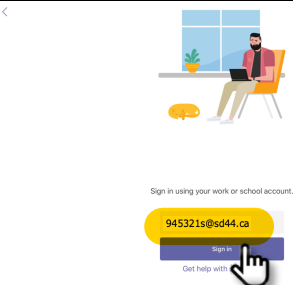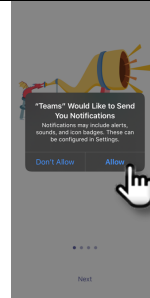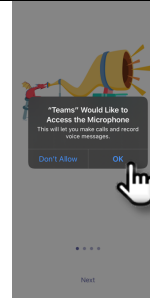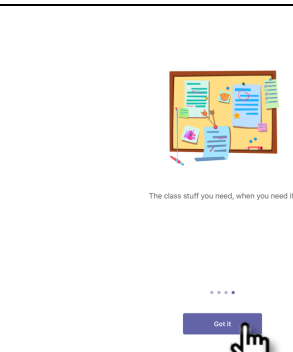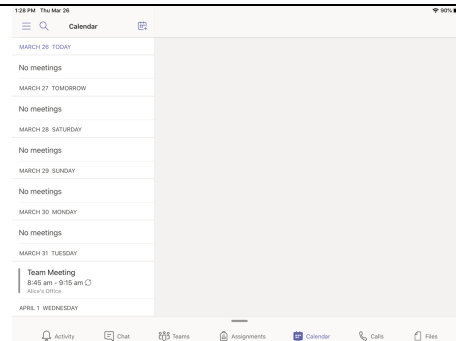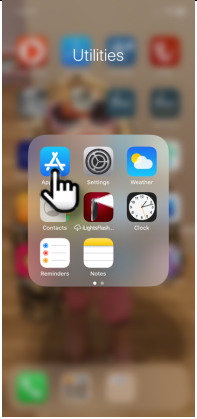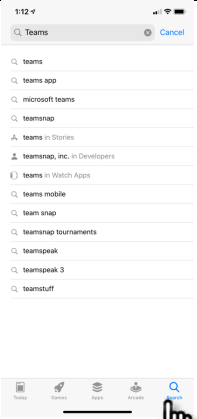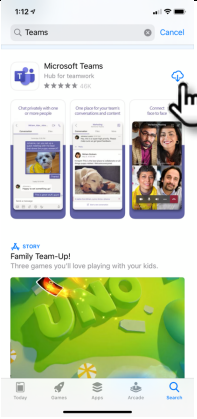|	
 Tap the *App Store*	 Search for *Teams*
 Tap *Free* or the download icon	 Wait for download to complete. Locate the app and tap *Teams*
 Sign in using your District login ("student login ID@sd44.ca") and password (ie. 945321s@sd44.ca)	 Tap *Allow* Tap *OK*
 Swipe through the tips and tap *Got it*	 The Teams app will load and you should have access to all Teams, Chats and Calendar events
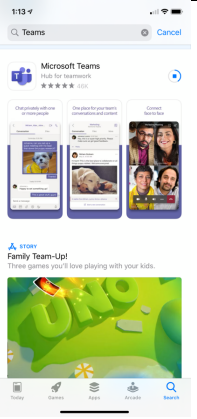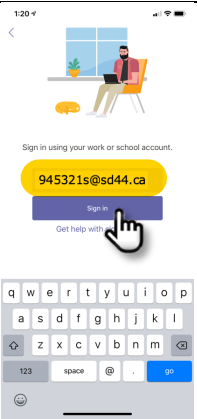
2. iPhone

Tap the *App Store*	Search for *Teams*	Tap *Free* or the download icon	Wait for download to complete
Locate the app and tap *Teams*	Enter your district login and tap *Sign in*	Enter your District password and tap *Sign in*	Tap *Allow*
Tap *OK*	Swipe through the tips and tap *Got it*	The Teams app will load and you should have access to all Teams, Chats and Calendar events. For access to more complex tasks within Teams, use the app on a desktop workstation or an iPad.	

Software Application Support:

Office 365 – How to Access by Logging into MS Teams
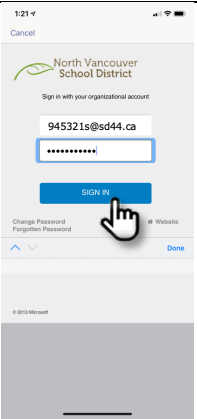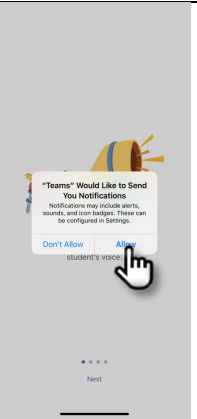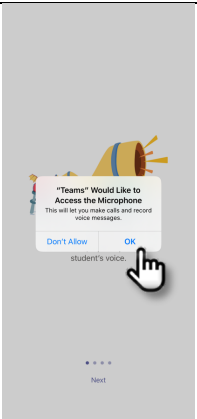
ICT Services
North Vancouver School District

nvsd

Accessing Teams

There are two methods for logging into and accessing Microsoft Class Teams.

1. Accessing Teams via the school website.

Open a web browser and go to either the main SD44 website or your school's website. Click the (*NVSD) Portal* link.

| Parents | Registration | Mail | Portal | Careers | | Mail | NVSD Portal | Parents | NVSD |

Enter your usual computer login ID (i.e. 0123231s) and your password. Click *Sign In*.

North Vancouver
School District

Sign in with your organizational account

0123231s

●●●●●●●●●●

SIGN IN

Please contact your school if you do not know your login ID.

Your password is usually your birthdate in either the format "*yyyymmdd*" or "**S***yyyymmdd***$**"

Once logged in, ensure you are in *My NVSD* and click *Teams* on the horizontal menu bar.

nvsd   North Vancouver School District   My NVSD   School   Search

Home | Home Drive | Teams | OneDrive | Portfolio | Blog | BC Digital Classroom | myBlueprint | Student Opportunities

2. Accessing Teams via the Teams website

Go to https://teams.microsoft.com/

Login using your student login ID with "@sd44.ca" added to the end
(i.e. 0123231s@sd44.ca) and click *Next*.

Microsoft

Sign in

0123231@sd44.ca

No account? Create one!

Next

You will be re-directed to the SD44 login page. Enter your usual password and click *Sign In*.

North Vancouver
School District

Sign in with your organizational account

0123231s@sd44.ca

●●●●●●●●●●

SIGN IN

Joining a Team

There are three methods to join a Class Team

1. Join by Invitation

When your teacher or District administration creates a Class Team, you may be specifically invited. In this case, you will receive an email to your District account and the Team will automatically appear in your list of Teams. No action is required on your part.

Login to Teams to see the class and any associated content.

2. Join by Link

Alternatively, when a Team is created, your teacher may instead email you a direct link to the class. In this case, click the link to the class in your email, login to Teams (enter your District login information if prompted) and click *Join*.
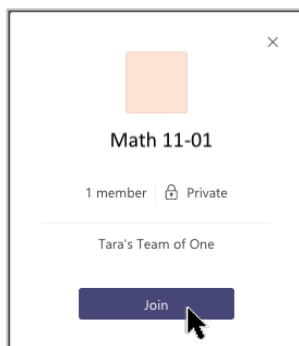

Access must be approved by the teacher so there may be a slight delay between when you *Join* and when the class appears in your Teams app.

3. Join by Code

Lastly, your teacher may instead choose to share an access code with you either via email or in person. To join via code, login to Microsoft Teams and click the *Join or create a team* link (this may appear in the upper right or lower left depending on your display preferences).
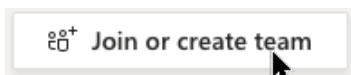
Enter the code provided and click *Join Team*.
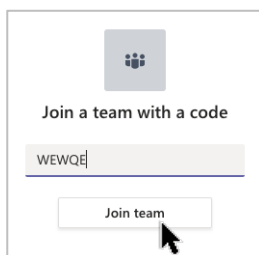
Access to the team is instant (no additional teacher approval required).