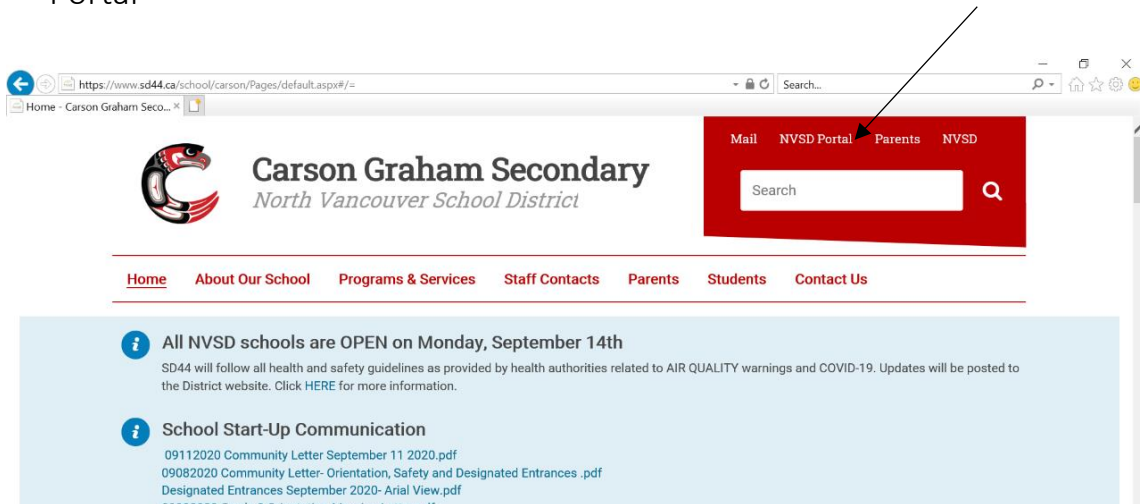
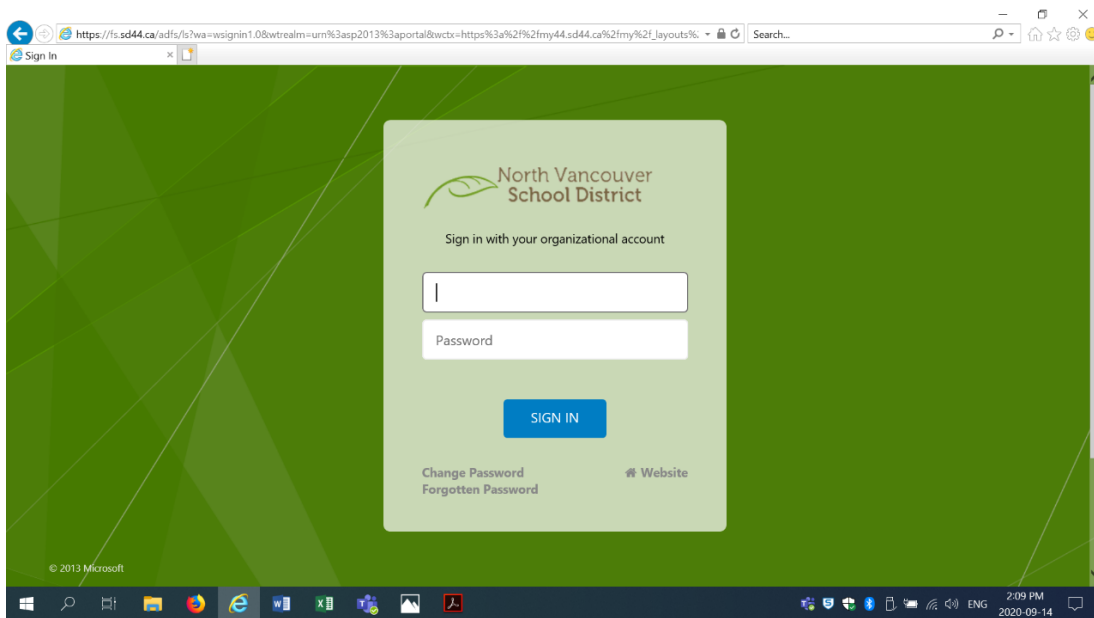


Getting to Microsoft Teams

1. Go to www.carsongraham.ca
2. At the top right in the red box, **click NVSD Portal**. If you're on a mobile device, go to the bottom of the page and click Utility links to see "NVSD Portal"



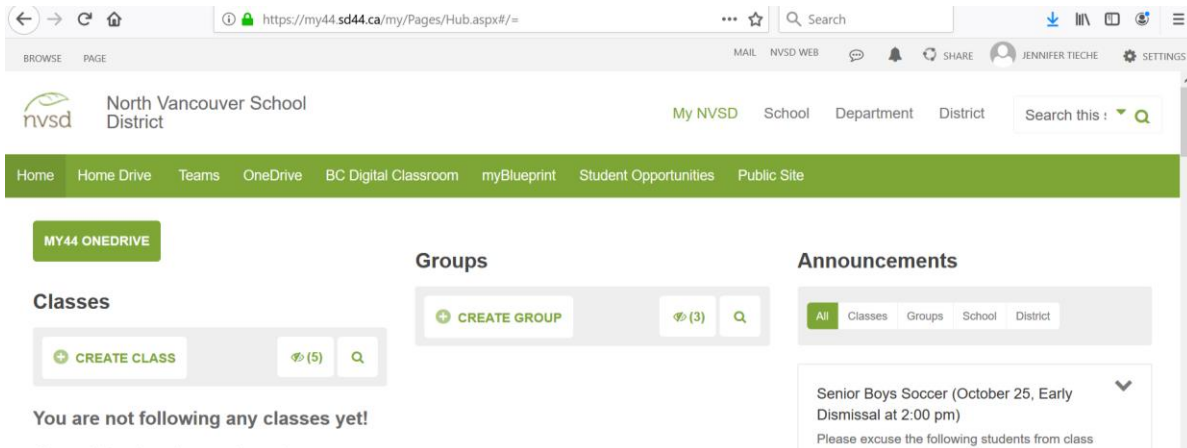
You'll see this page:



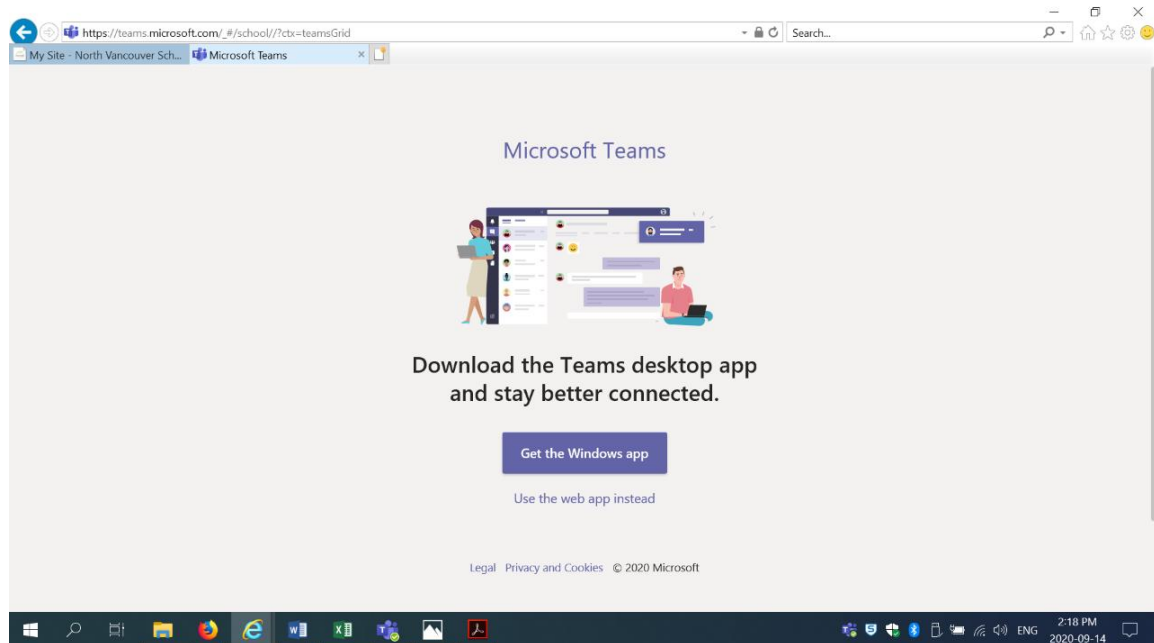
3. In the top field **type your Active Directory number** (the number with the letter s at the end). See the IB Coordinators in A202 or your Grade Counsellor if you don't know your number and password.
 - a. This number allows you to access school computers and wifi.
 - b. This number @sd44.ca is your school email address

4. In the bottom field, **type your password**.
 - a. See the IB Coordinators in A202 or your Grade Counsellor if you don't know your number and password.

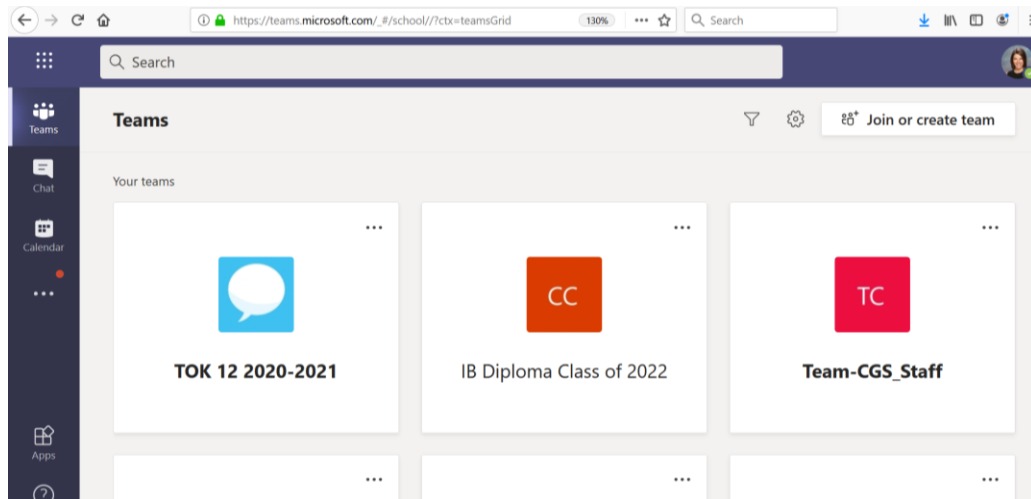
After you log in you'll see this.



5. In the green bar at the top, **click Teams**.
6. When you click Teams you will see this



7. It's best to get the free App, but you can use the web browser too.
8. When you get into the app or web browser you will see this.



9. Click on the Team you want to enter.

10. You can hide last year's classes by clicking the 3 dots.

11. Notice the functions on the left menu: calendar, chat, assignments, call etc.