Getting to Microsoft Teams

- 1. Go to www.carsongraham.ca
- 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"

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- 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.

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- 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.

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- 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.