

# **Office 365 Team Setup**

\*There are two different ways for the students to get ready to interact with their peers and teacher online. Please use the best and easiest way it works for your child and you. These steps can be carried out on an I-PAD, laptop, and/or smart phone. Please let me know via email if you encounter any problems getting started. I recommend trying to get your child logged on in advance and have them ready for their learning.\*

## **OPTION #1: USE IT THROUGH THE WEBSITE**

1. Google “ Office 365 teams” or go to the link <https://products.office.com/en-ca/microsoft-teams/group-chat-software>
2. Click on the “**Sign in**” button
3. Then sign in using the following:

Type username:     \_\_(your student number)\_\_ @sd33online.ca

Type password:     **Passwords that you use to log onto laptops at school**

4. Now you should be signed in and ready to explore
5. You will see our class Teams page

## **OPTION #2: DOWNLOAD THE OFFICE TEAMS**

1. Google “ Office 365 teams” or go to the link <https://products.office.com/en-ca/microsoft-teams/group-chat-software>
2. Click “**Download Teams**” on the right hand side on the bar up top
3. Click on the button that says “**Download Teams**” on the page
4. Click “**Download Teams**” button one more time on the new page. This should get Teams downloading onto your device.
5. When the download is complete you can open up the program on your device
6. Click on the “**Sign in**” button
7. Then sign in using the following:

Type username:     \_\_(your student number)\_\_ @sd33online.ca

Type password:     **Passwords that you use to log onto laptops at school**

8. Now you should be signed in and ready to explore
9. You will see our class Teams page

### **Option #3 Through the district website**

1. Go to [sd33.bc.ca](http://sd33.bc.ca) and search 'Microsoft 365'
2. Click the link 'For Students' (this will take you to a page with detailed instructions about how to login and it also contains a link to the login).
3. Click <https://login.microsoftonline.com>
4. Login email is [student#@sd33online.ca](mailto:student#@sd33online.ca) and password is whatever your child uses to log onto a computer at school.
5. Click on the blue '**Teams**' icon on the side bar on the left side of the page (You will notice that your child has access to Word, Excel, PowerPoint, etc. as well)
6. Click on Homeroom 45G 'Team' (**You can see it when I activate it, and it is not activated yet**)

### **Additional Helpful Links**

<https://sd33.bc.ca/office-365-instructions-students>

[https://sd33.bc.ca/sites/sd33.bc.ca/files/2018-03/Office%20365-%20Students\(1\).pdf](https://sd33.bc.ca/sites/sd33.bc.ca/files/2018-03/Office%20365-%20Students(1).pdf)