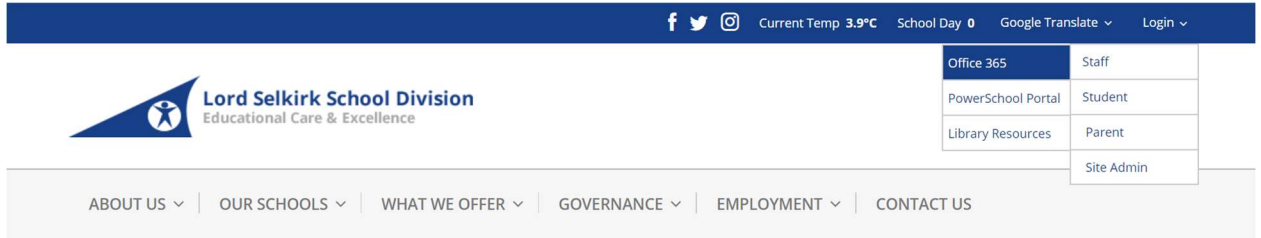


# How to use Microsoft Teams for Online Lessons (Students)

## Instruction Steps

1. Browse to <https://www.lssd.ca>
2. Click Login – Student – Office 365



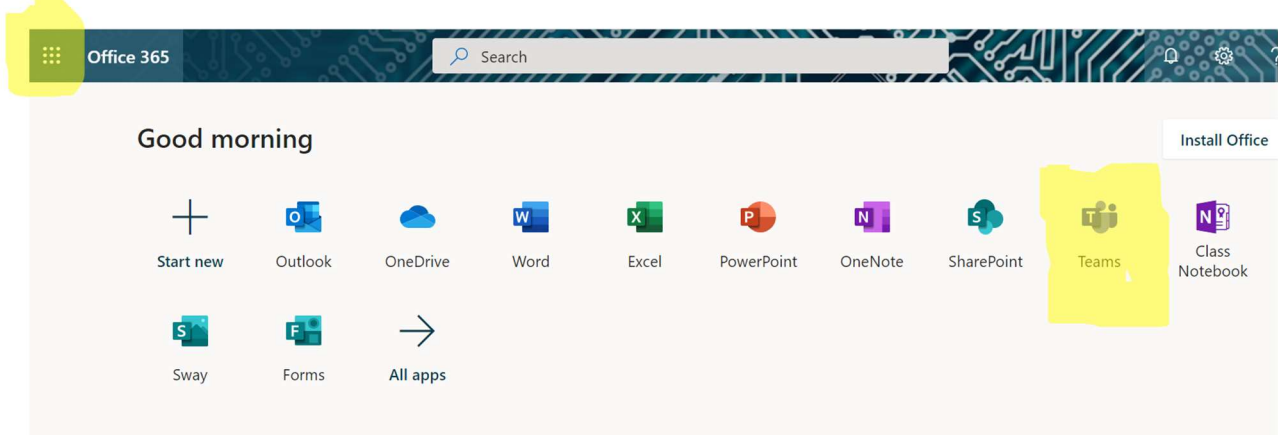
2. Enter your Office365 username into login window (Please note that your username is in the format of (Student Number)@lssd.ca)



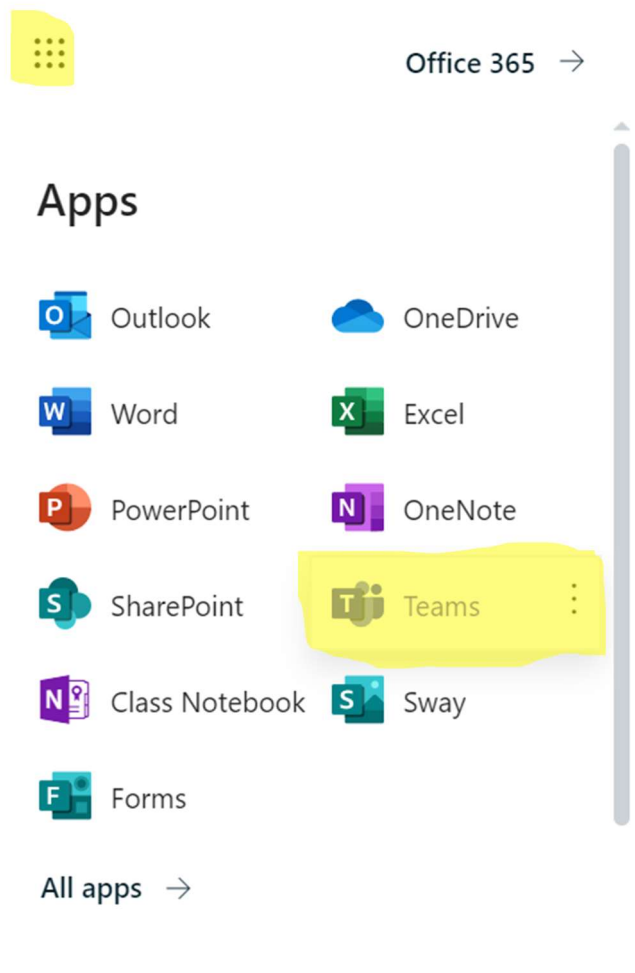
Sign in with your organizational account

Sign in

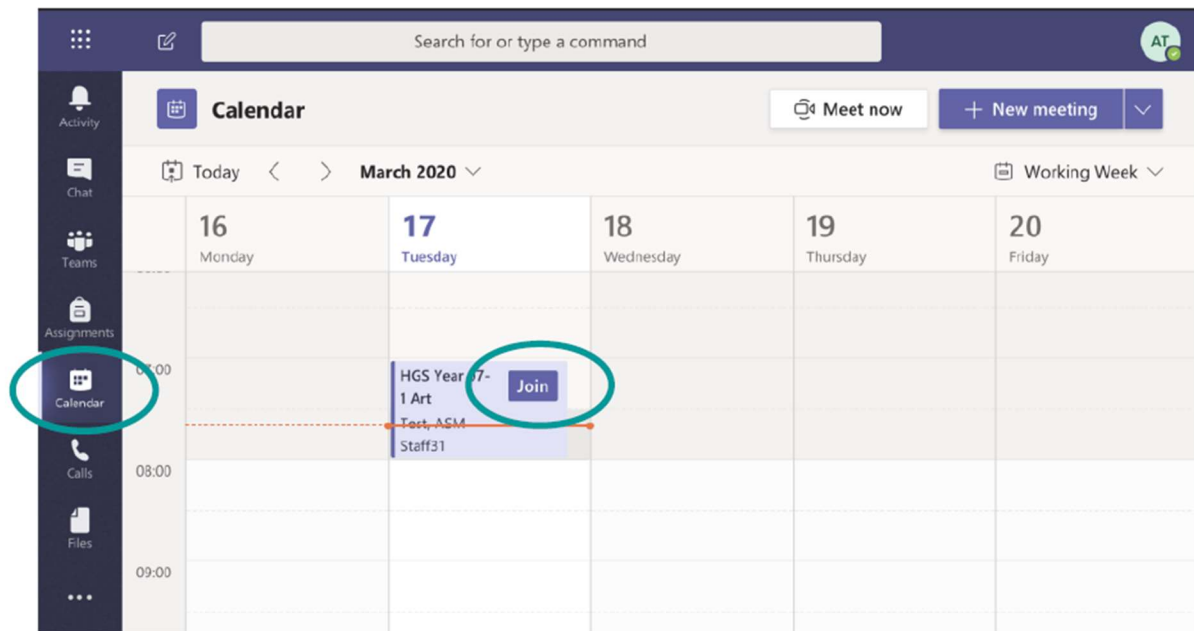
3. Launch the Teams app from your dock, or if Teams is not listed, click the waffle icon in the top left corner...



4. From the App Dashboard - Open Teams by clicking on the icon

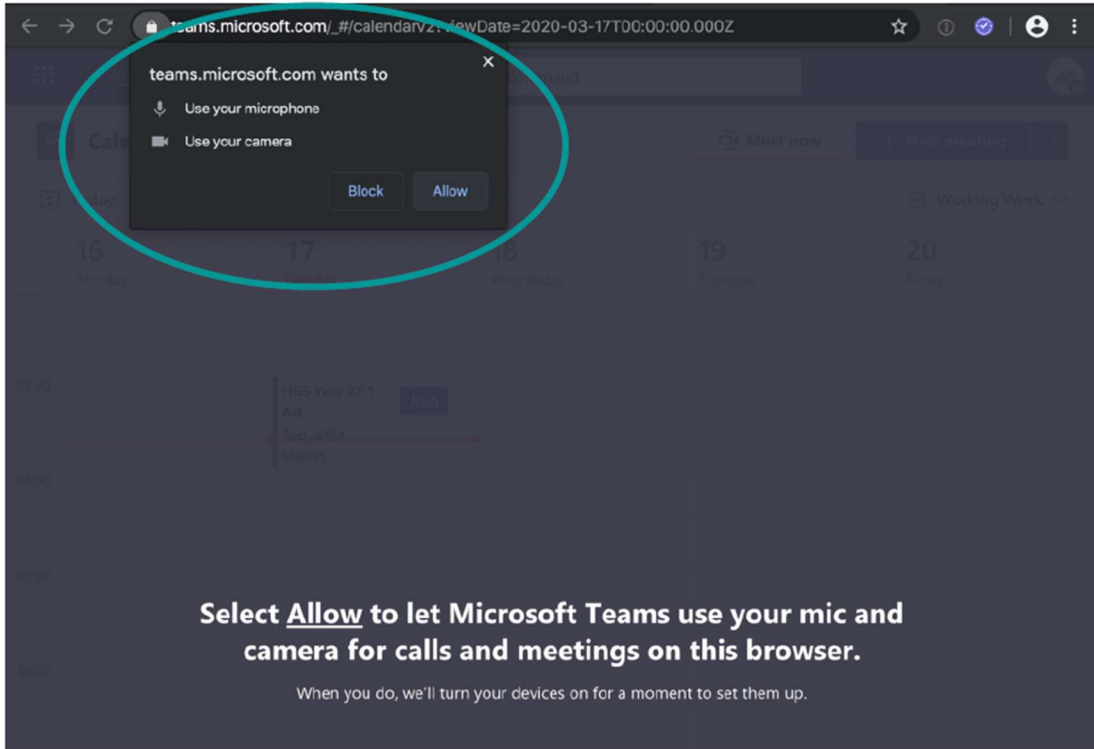


6. Your Teacher should have sent you an invitation to join the online lesson. To find the invitation click on the Calendar Tab and locate the class in the calendar.

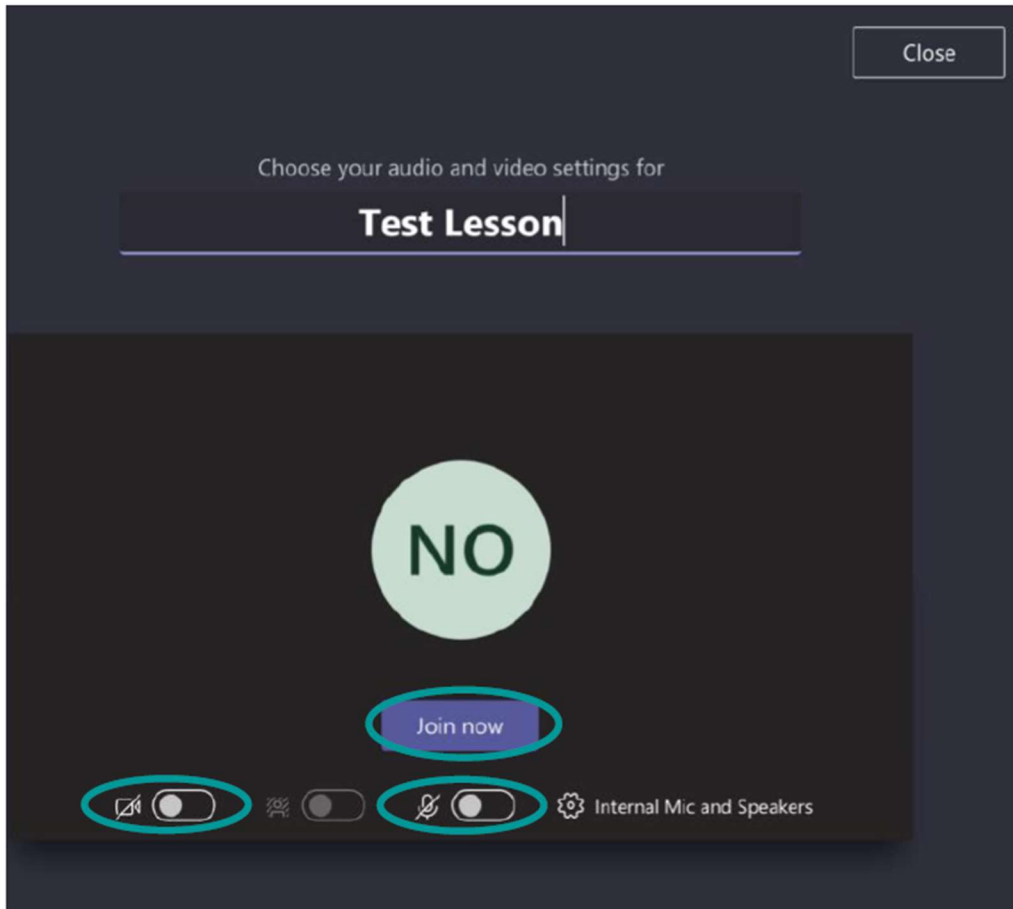


7. Once you have found the relevant class meeting click Join

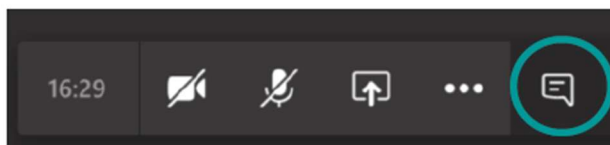
8. Your web browser may prompt to request use of Microphone and Camera (Ensure you select Allow). If you are using a desktop or laptop you can download the Teams app using the link at the bottom of the screen. You also have the option of using the App on PC or Mobile devices. You may need your parents help to install either program.



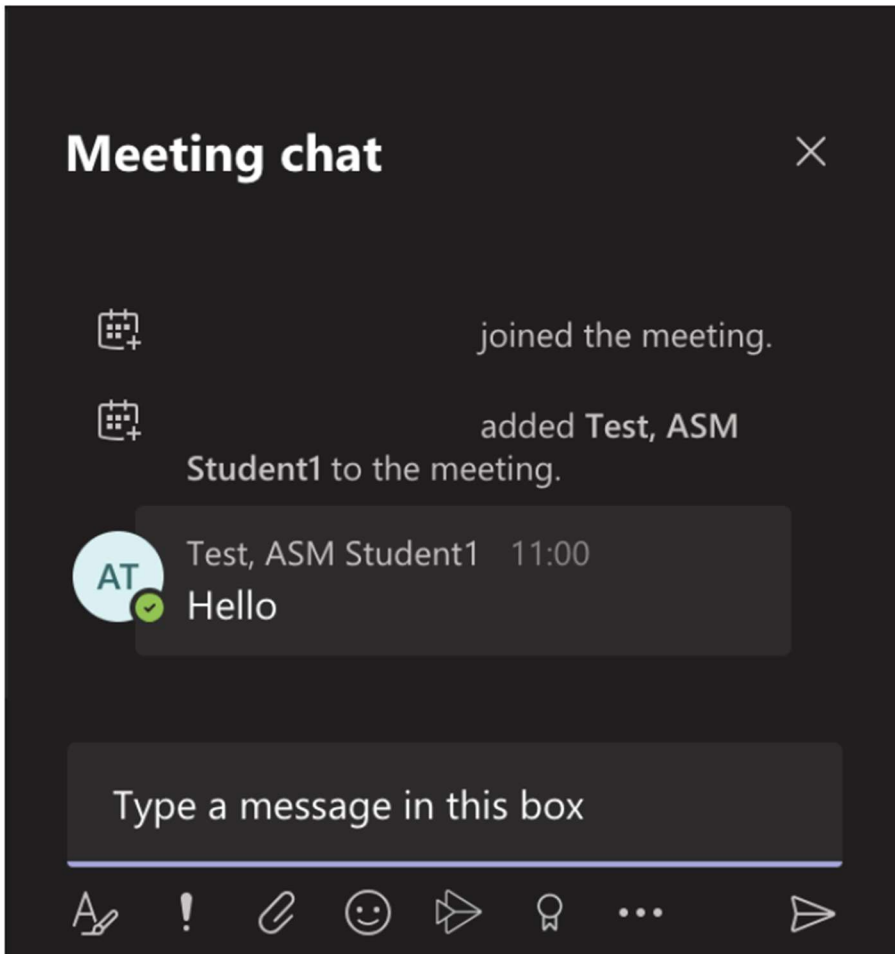
9. Check that the Microphone and Video Camera switches are disabled (switches will turn black/transparent with white circle). Your Teacher will be responsible for unmuting you if you have a question - you can notify your Teacher using the chat feature – see next step.



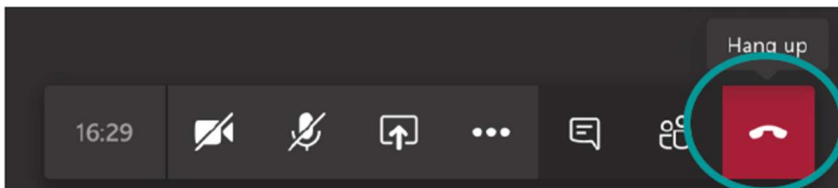
10. To communicate and interact with participants in the video conference, you can use the chat feature, which all participants in the call can see. To open the chat window click on the speech bubble icon.



11. In the sidebar that appears you are able to send/view messages during the call



12. When the lesson has finished click on the hang up icon in the toolbar



13. If the lesson was being recorded by your Teacher, the video will automatically appear in Teams once the call has ended. This option will be helpful if you have connectivity issue, or were unable to attend the scheduled class.

