**Instructions for Logging into Teams**

**Using the Website:**

-Go to office.com

-Login using student email and password (format for email: studentusername.nbss.nbed.nb.ca. Example for Cheryl Richardson may be: CHERIC12345@nbed.nbss.nb.ca)

-Typically, on the left side of the screen there will be icons. Click on the icon for “Teams”.

Graphical user interface, text, application, chat or text message, Teams

Description automatically generated

**If using the app:**

-Just login using your student email and password.

**Once on Teams, click on the class you want to enter.**

Example:

Graphical user interface, application, Teams

Description automatically generated

-Teams has a chat function where students can contact me:

Graphical user interface, application

Description automatically generated

-Students can access their virtual meetings by using the calendar in Teams. The booked meeting will show up there and they just click on it to join.

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Email me if you have any issues!

Cheryl.richardson@nbed.nb.ca