

Parent/Guardian and Student Guide to Accessing Microsoft Teams



What is Microsoft Teams?



- A Microsoft online communication and collaboration platform
- Combines chat, video meetings, and file storage
- Create news, posts, and assignments for students
- Collaborate on documents via Teams and supporting Microsoft products



Open a new internet browser from your device



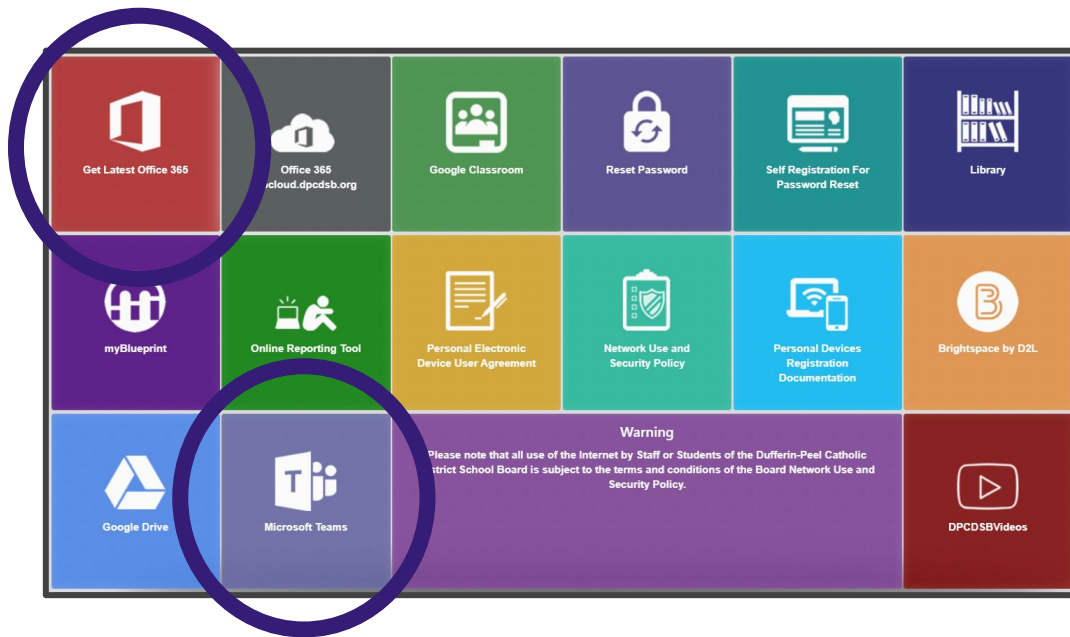
How do I access Teams?



Launch the Student Dashboard portal using the link below:

<https://students.dpcdsb.org/>

You can click on “Teams” or go through the Office 365 Home Page.



How do I access Teams?



— — —
You will be prompted to sign in using your school board's login information.

The username is your student number followed by your password.

Dufferin-Peel Catholic District School Board

Sign in with your organizational account

Sign in

Having Password Issues?



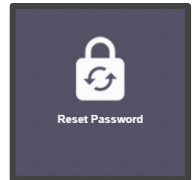
- **If your password has expired *and you do not know your password:***

- Access the student portal (students.dpcdsb.org)
- Click “Office 365 dpcloud.dpcdsb.org” tile
- Password reset will be prompted when you login



- **If you *forgot your password* and you have previously registered for the password reset tool:**

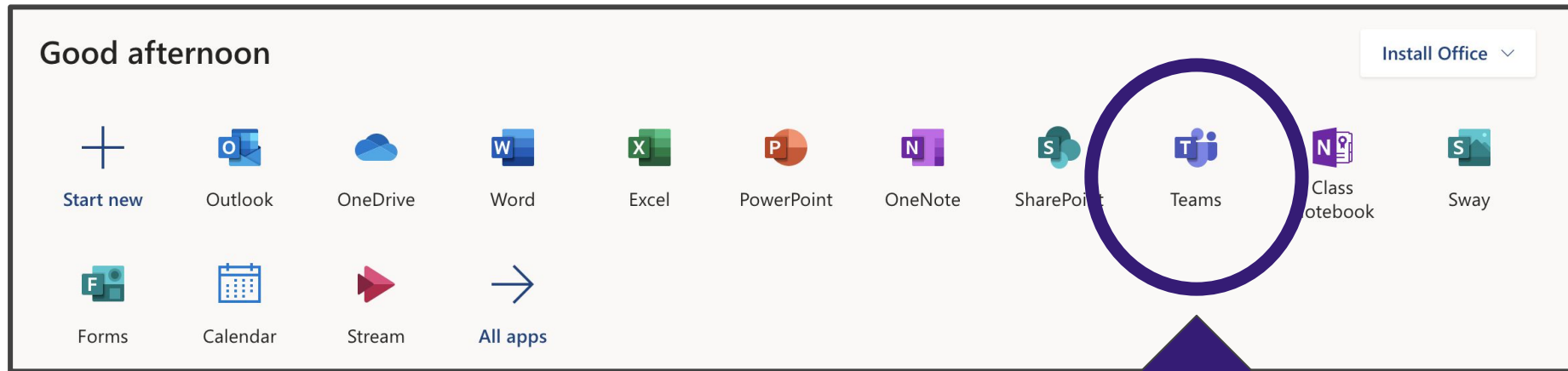
- Access the student portal (students.dpcdsb.org)
- Click on the “Reset Password” Tile



- **If you *forgot your password* and have not registered for the Password Reset Tool:**

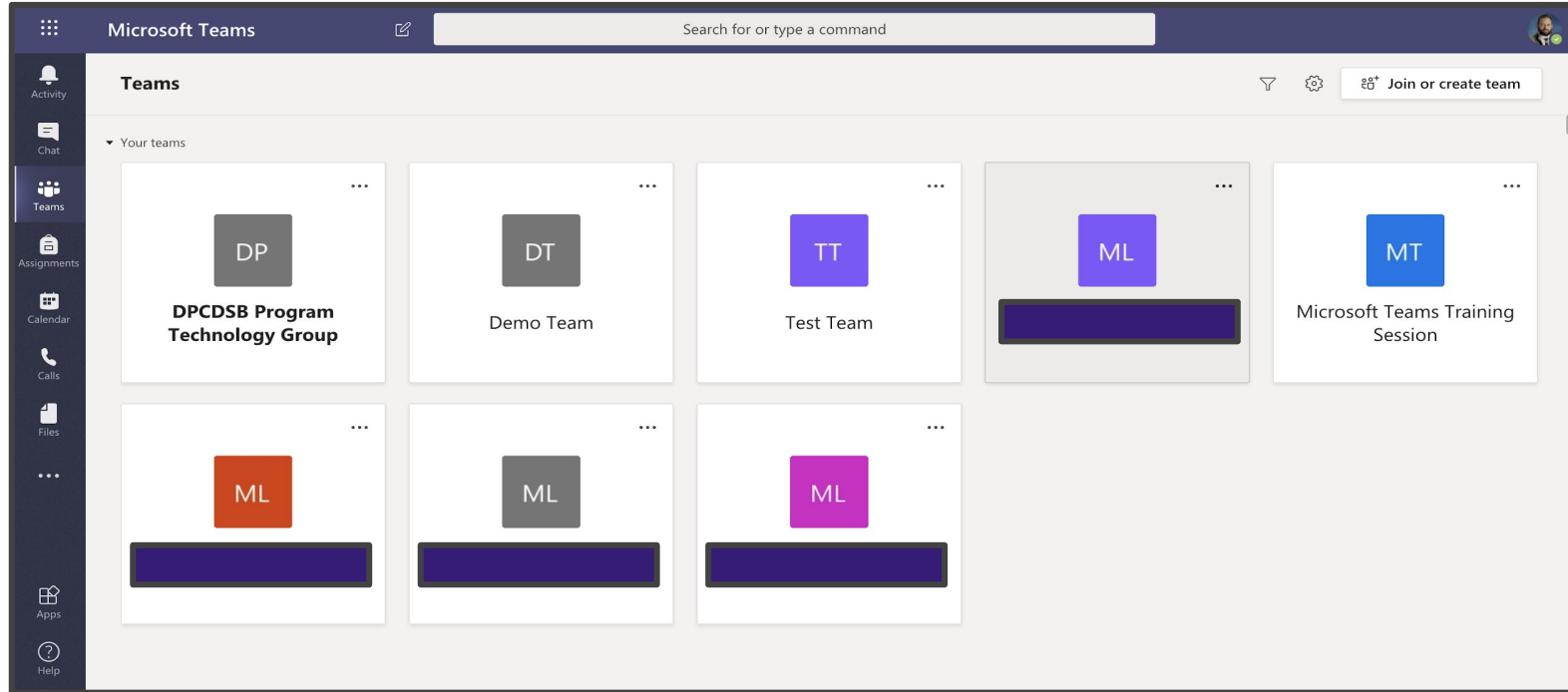
- Contact your teacher

Accessing Teams through Office 365



You can also access Teams through the Microsoft 365 Home Page.

Your Team Home Page



Here you will see all the Teams that you are a part of.

Navigating the Teams Page



The screenshot shows the Microsoft Teams web interface. On the left is a dark sidebar with navigation icons. The top bar is dark blue with the 'Microsoft Teams' text and a search bar. The main area shows a team named 'ENG1D - RM 201' with a 'General' channel. A large dark blue callout box on the right contains a numbered list of navigation instructions. Purple arrows point from the numbers 1 through 7 to specific UI elements: 1 points to the 'Microsoft Teams' header, 2 points to the team name 'ENG1D - RM 201', 3 points to the 'General' channel, 4 points to the 'Assignments' icon in the sidebar, 5 points to the 'Calendar' icon in the sidebar, 6 points to the 'Start a new conversation' input field at the bottom, and 7 points to the '+' icon in the channel tabs.

1. Teams Menu - Click to see other teams you are a part of

2. Current Team - The Team you are currently viewing

3. Chat - Use this to start a chat with your teacher

4. Assignments - Where assignments are created and shared

5. Calendar - Meeting and assignment schedules found here

6. Team Conversations - Conversations and chat seen by all Team members

7. Tabs - Other Office 365 tools you can use in Teams

Additional Resources:



Check out this video from Microsoft to see how to navigate Teams as a students:
https://youtu.be/PasT3Q1ZR_I



Netiquette

for online interactions

Student tips for successful **VIDEO CALLS**



1



Check in with your teacher. Gather your materials.

2



Be on time. Check in thru the chat when you arrive.

3



Stay engaged (nod or thumbs up) if others are talking.

4



Mute your mic if you're not speaking.

5



Use the chat or raise hand to share ?s/ideas.

6



Wait for teacher to call on you or unmute your mic.

7



Take notes in a doc or on paper for reference.

8



If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @jmmattmiller. Icons by The Noun Project.

Looking for information on good Netiquette, check out this link: <https://www.smores.com/ugj0r-netiquette>