

Microsoft Teams Instructions

Microsoft Teams will be the sole video conferencing platform utilized by the Good Spirit School Division. For digital learners, this means that daily video conferencing for lessons and attendance will take place using a Teams link (rather than Zoom).

All current students of GSSD have a unique Microsoft Office 365 login ID and password that will allow them access to Teams. Student IDs are similar in format to your school Google accounts:

Email ID: firstinitiallastinitial###@gssd.ca (ex: ab123@gssd.ca)

Password: home school 3-letter code, followed by 12345 (ex: ycs12345)

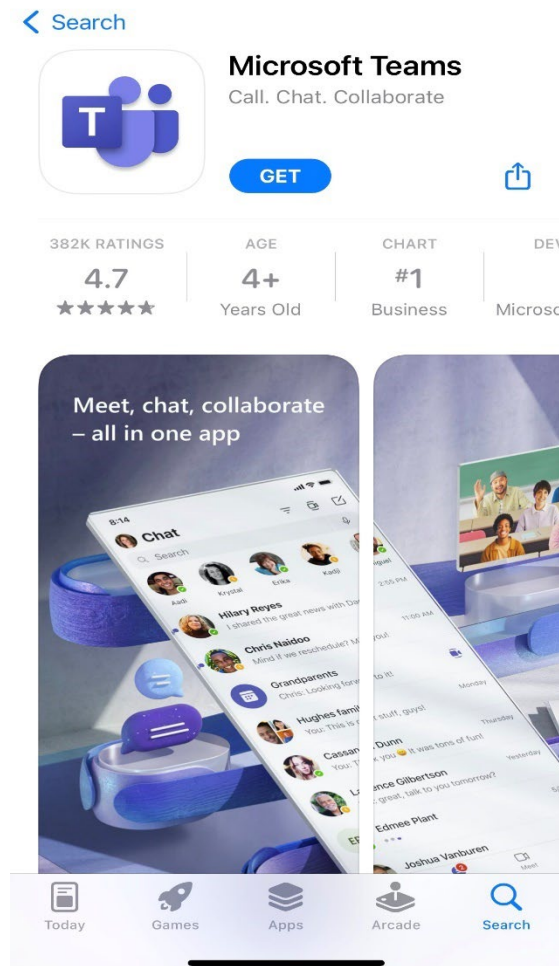
***Note:** The password should be identical to the one used for your school Google account. If given the option to login with Microsoft Office 365 one-click sign on, use that.

ACCESSING MICROSOFT TEAMS:

You may access Microsoft Teams by downloading and using the desktop application, or by using the website application.

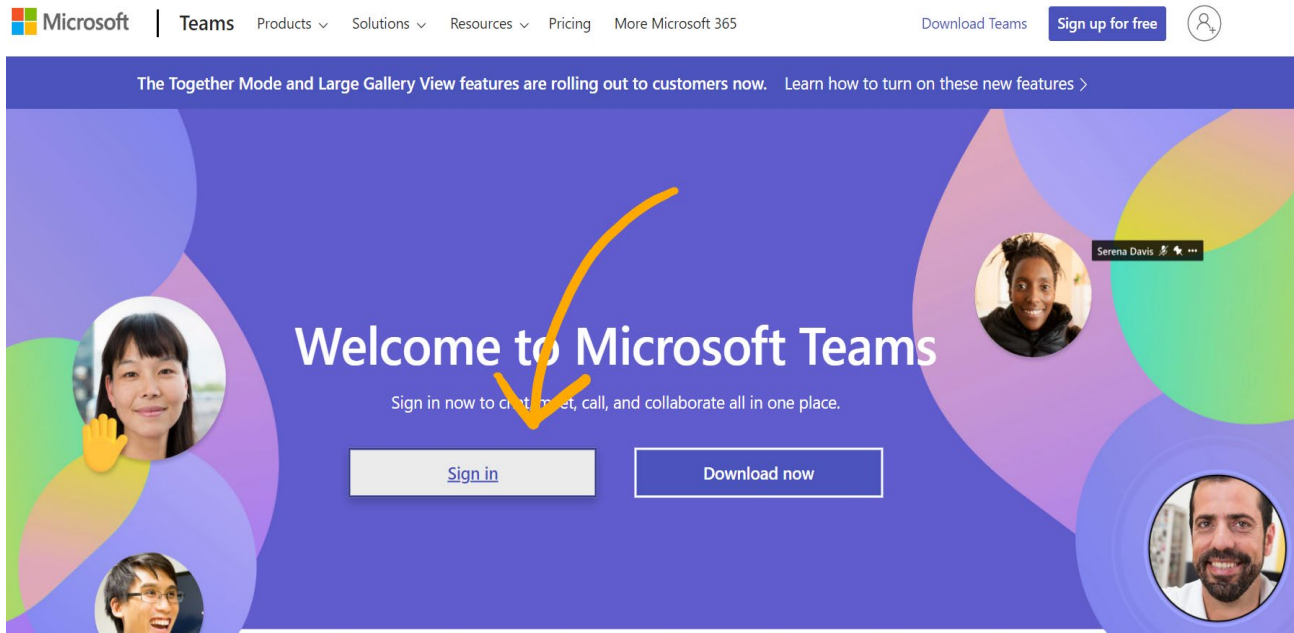
- **By tablet or personal device app:**

Visit your app store and search “Microsoft Teams” to download the app.



- **By desktop or website application:**

Click this link (or copy and paste it into your browser) to **download** the application or access the **sign in** page: <https://www.microsoft.com/en-ca/microsoft-teams/log-in>

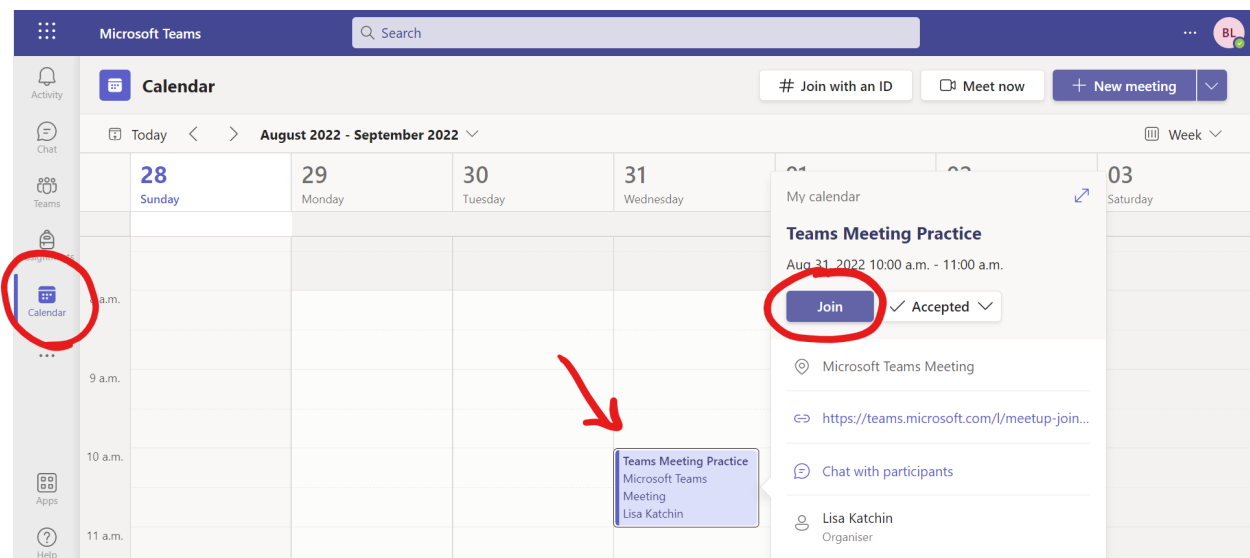


Watch video instructions by clicking [here](#).

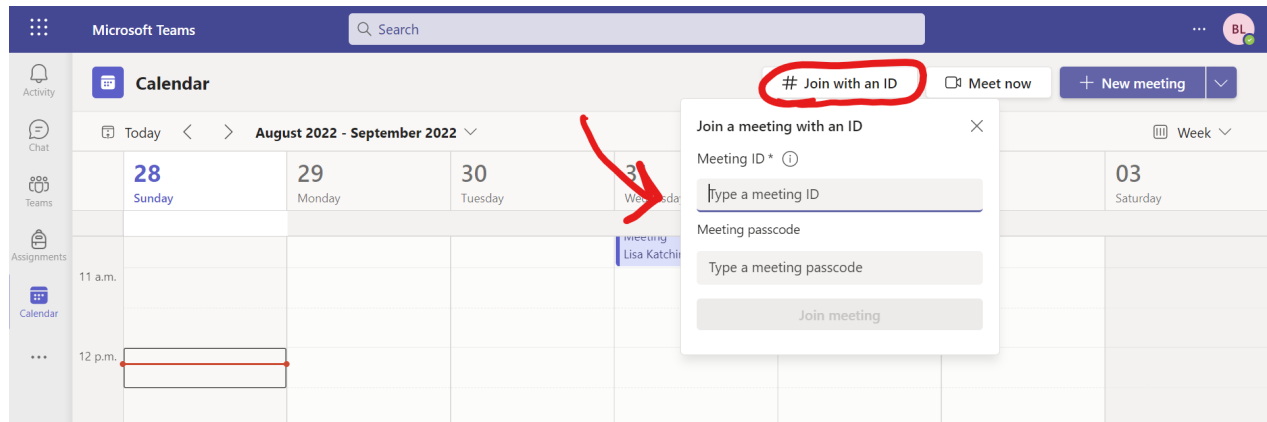
JOINING A TEAMS MEETING:

You can access a Teams meeting (video conference) in several ways:

- Through the calendar tab using the Teams website or application. Click on your desired meeting and then click “Join.”



- Entering a unique **meeting ID** and **passcode**:



- Clicking on a **meeting link**. Meeting links may be “static,” meaning the same link is used repeatedly for regular daily video conferencing sessions. They may also be unique to a specific meeting set for one time.

Note: For DLS 7-9, the Teams video conference (meeting) link will be **static**. Use the join info. below for your daily morning and afternoon video conferences.

[Click here to join the meeting](#)

Meeting ID: 219 817 768 800 **Passcode:** ASTsz4

This information can also be found directly in your “Weekly Learning” Moodle class, on your student login “cheat sheet,” and on your video conferencing schedule.