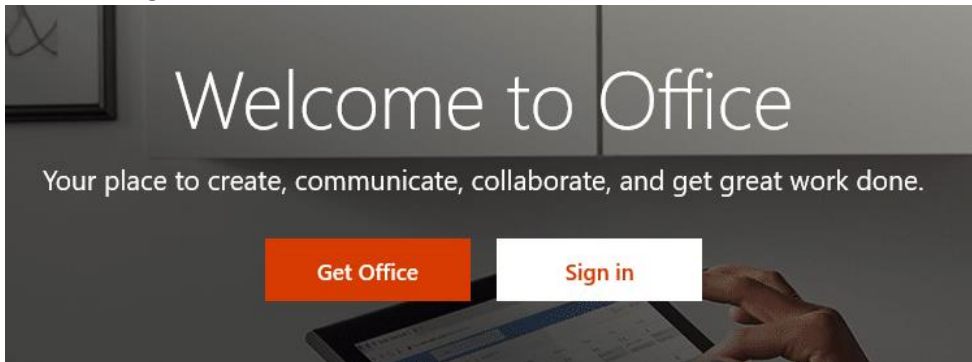


## How to use Teams

1. Open a browser (Chrome, Firefox, Edge, Safari) and go to <https://www.office.com/>
2. Click the "Sign in" button:



3. Use the format [student#@mpsd.ca](mailto:student#@mpsd.ca) for the Microsoft account and click Next (for example [123456@mpsd.ca](mailto:123456@mpsd.ca)):



### Sign in

123456@mpsd.ca

---

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

4. You will be redirected to our web page:



Taking you to your  
organization's sign-in page



5. Enter the Student password and click "SIGN IN":

A screenshot of the Mission Public Schools sign-in page. The page has a light blue background. At the top left is the Mission Public Schools logo, which consists of a green and blue wave-like shape. To the right of the logo is the text "Mission Public Schools". Below the logo and text is the instruction "Sign in with your organizational account". There are two white input fields: the first contains the email address "123456@mpsd.ca" and the second contains a password represented by seven black dots. Below the input fields is a blue button with the text "SIGN IN" in white. At the bottom right of the page is a small icon of a house with a plus sign and the text "Website".

6. Check the “Don’t show this again” option and click Yes:



123456@mpsd.ca

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

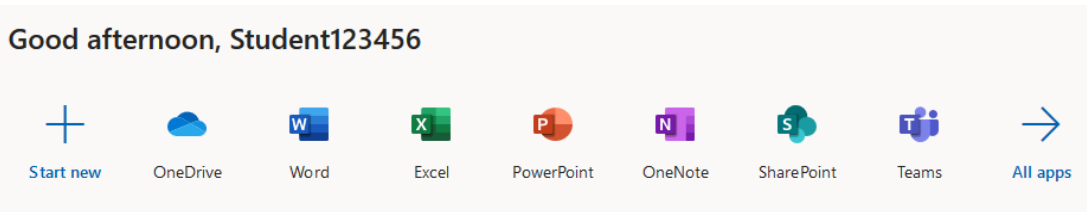
7. If you are logging in for the first time, you can go through the Welcome wizard or you can just close it:



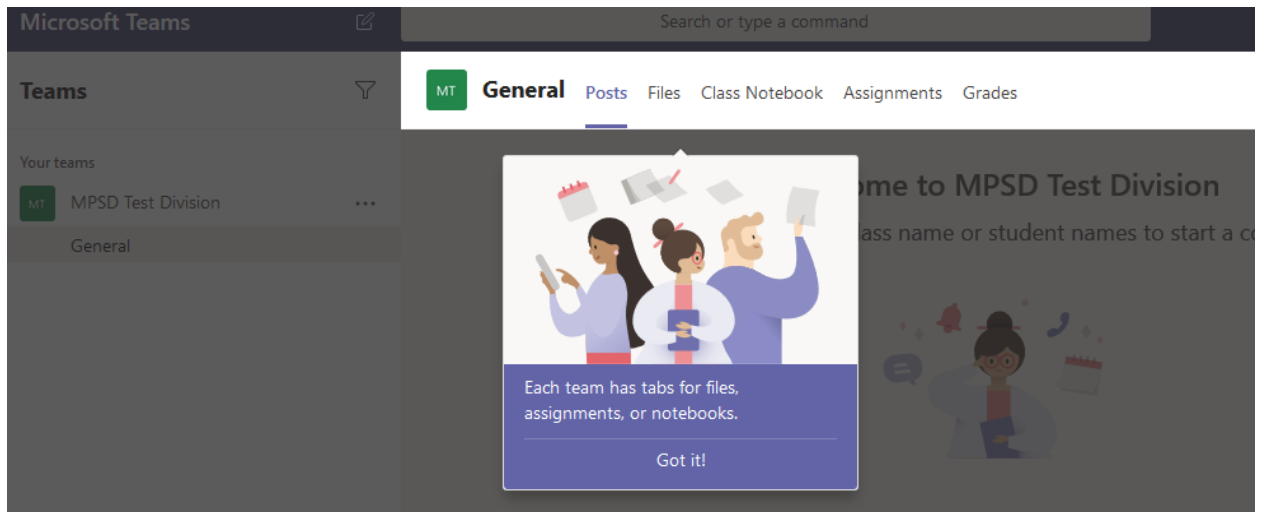
Welcome, MP  
Let Office 365 help you get your  
classwork done



8. Once logged in, click on the Teams icon to start Microsoft Teams:

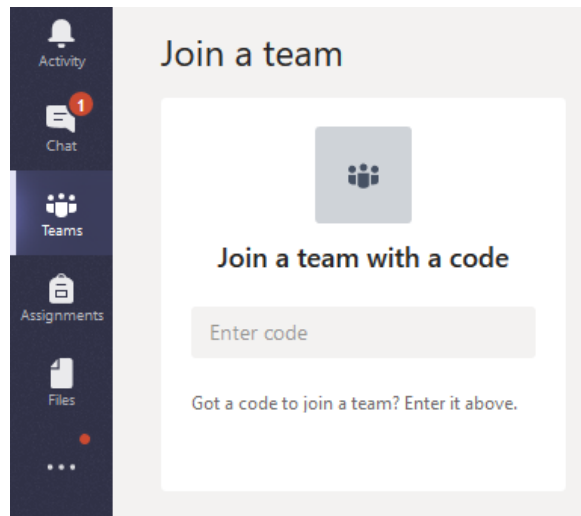


9. A new tab/windows will open with Microsoft Teams:



10. The Teams section will list all the Teams your child is part of:

a. No Team:



b. One Team:

