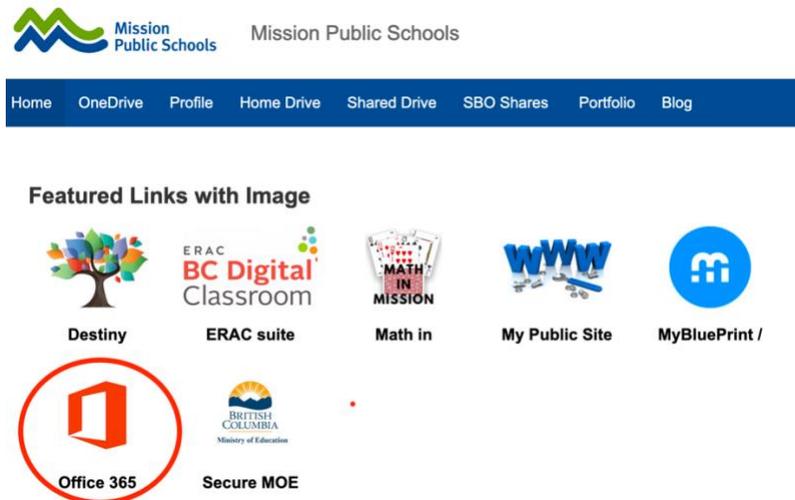


Student Access Microsoft Teams

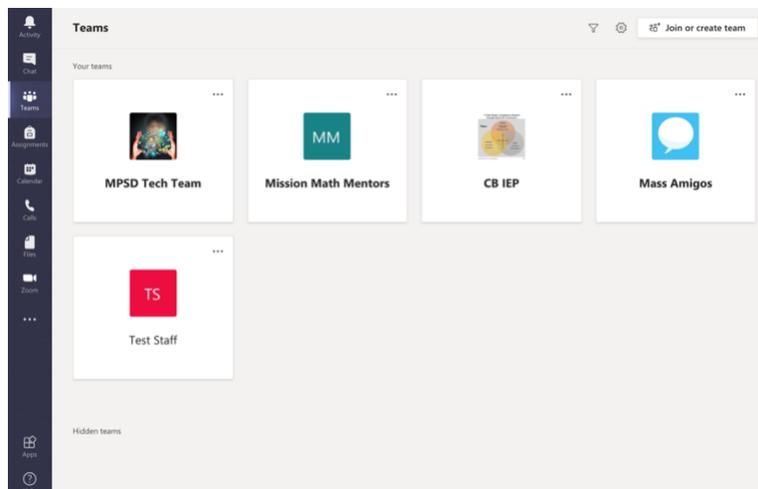
Microsoft Teams is an online communication tool teachers may use as an online teaching tool. Within Teams, teachers may create a Team for a class where online meetings, videos and assignments can occur. Assignments are be retrieved and handed in through this program. There are a multitude of ways to access Teams. Students in MPSD have access to the entire Microsoft 365 suite.

TEAMS ONLINE THROUGH LEARN 75 – this is a closed access site for the students

1. Students can access Teams through the Learn75 portal from the mpsd.ca website. Students can log in by clicking on the Learn 75 icon on the top right of the screen. If you do not see the green Learn 75, scroll to the bottom of the screen where you will see “Utility Links.” Click and you will see Learn 75.
2. Click on Learn 75, login with the studentnumber@learn75.ca and their passphrase. If the student does not know their passphrase, they can log into MyED and find the passphrase under “Activities”.
3. Once you are logged in, you will get a screen of apps and Office 365 is one of them.



4. Click on the icon, and then you may have to login again. The username is: **student#@learn75.ca**. The password is the same as above.
5. You will see a few Microsoft Office icons (Word, Excel, PowerPoint, etc.). Teams will be one of them.
6. When you click on Teams, you will go to the Teams homepage where you will see the Teams created for the student



Student Access Microsoft Teams

INSTALLING TEAMS (on any iOS device, Android or PC)

On a mobile device, such as an iPad or Android or Apple phone, you must install the free Microsoft Teams app from the Apple Store or the Google Play Store.

1. You can download Teams from Microsoft on the web (<https://teams.microsoft.com/downloads>) or from the App Store or Google Play.
2. Once you download Teams, it will ask you to log in. When it asks you if it is for Work/School or Personal, choose Work/School and log in using studentnumber@mpsd.ca
3. You will be on the Teams homepage where you will see the Teams created for the student (as above).

TROUBLESHOOTING:

If you have an iOS device (iPhone or iPad), for Teams to work on those devices, you must download the app from the App Store. It is a free download. If you are using a Mac computer, you cannot use the Safari web browser, you must use Firefox or Chrome to use the Teams online version.

If Teams is not logging into the correct account (i.e. you don't see the correct classes or it asks you for a code or does not allow you to have access), that means you have logged into a personal account. If you have Word or any other Microsoft product, you will have to sign out that account and resign in with the student's account. Here is a video on how to do this: <https://youtu.be/xPmib7XoHdo>

ACCESS A MEETING:

1. For a scheduled meeting, you can Join a meeting on your Team page. Click on the Team and in the Channel where the meeting is happening, you will see a meeting in the feed. Click on JOIN for the meeting or double click the meeting and on the next screen, on the top right will be Join Meeting.