



MICROSOFT TEAMS

SETTING UP MICROSOFT TEAMS FOR A MEETING

To help prepare for an upcoming online Microsoft Teams meeting, if possible, please have the Microsoft Teams software /app installed on a computer, iPhone, iPad, or Android device.

Here is a link to download the software app:

<https://teams.microsoft.com/downloads>

After the software or app is downloaded, start the software or app and connect with your child's SD19 email address and password.

i.e.: Jon Smith – **jonsmi@sd19.bc.ca**

Password – 4 digit login used to access computers at school

When Microsoft Teams starts, you will see a meeting scheduled under the "Posts" section. Tap the button labelled **JOIN MEETING** to connect to the online meeting. If you cannot connect, look to the column on the left and you will see an icon of a film recorder, click on that to enter.