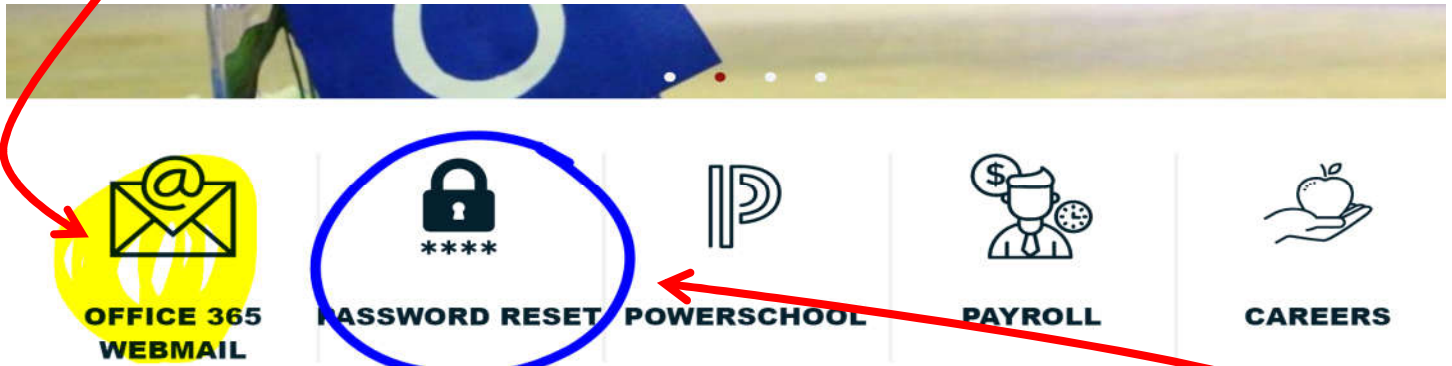


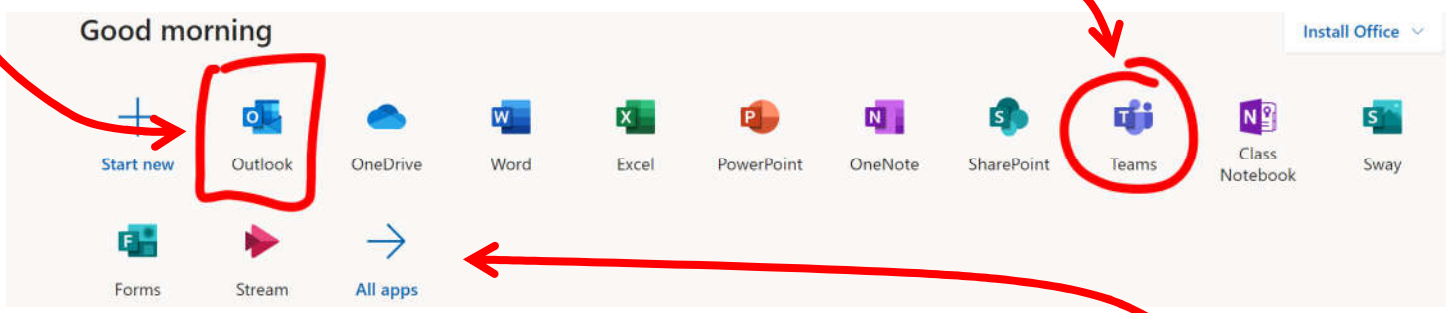
# Accessing Teams

- 1) Navigate to the Northern Lights School Division website (nlsd113.ca)
- 2) Click on Office 365 web



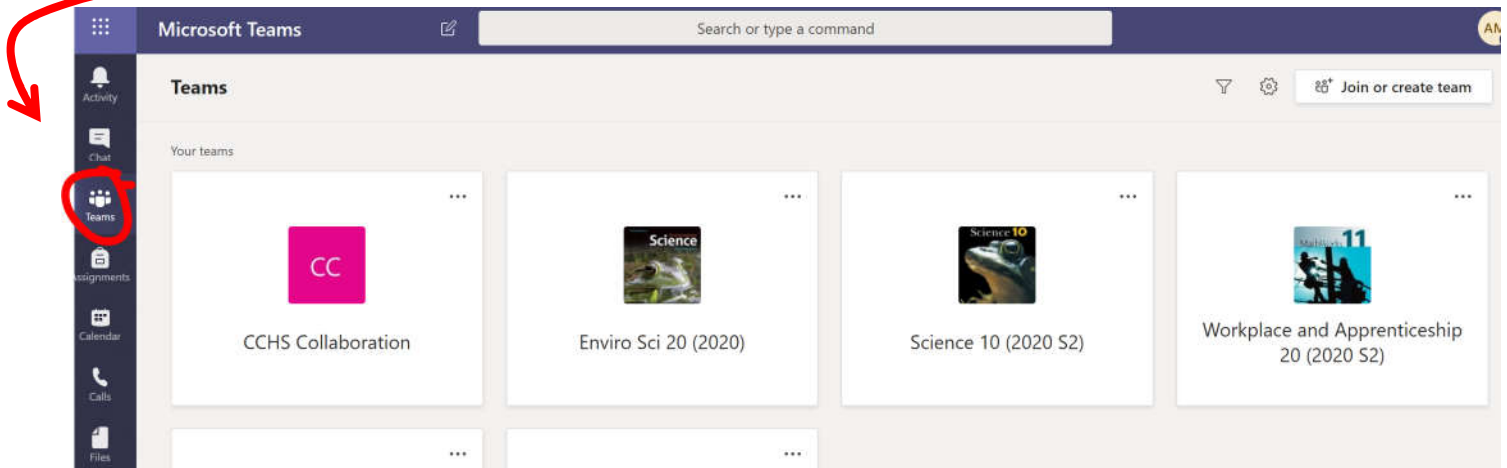
- 3) You will be prompted for your email and password
  - Your email is your school username followed by “@nlsd113.ca”
  - Your password is the same as the password you used to log in at school
  - If you don't know your password, try resetting it with the Password reset tool. If that doesn't work or you don't know your username contact one of your teachers for help

- 4) Once logged in you will see a list of apps
  - You can check your school email by clicking outlook
  - The teams app is the two purple people with the T.



- If you don't see these apps you can click the arrow labeled “all apps” to bring up a list of all the apps available

5) If a list of teams does not come up by default you can click the teams icon on the left. If you are in more than one team you might also need to click all teams at the top of the screen.



6) When you click on a team you will see a screen like the one below. There will be tabs across the top, the ones shown here are the most common but there might be others. Your teacher should have given you instructions on where they will be posting class material

