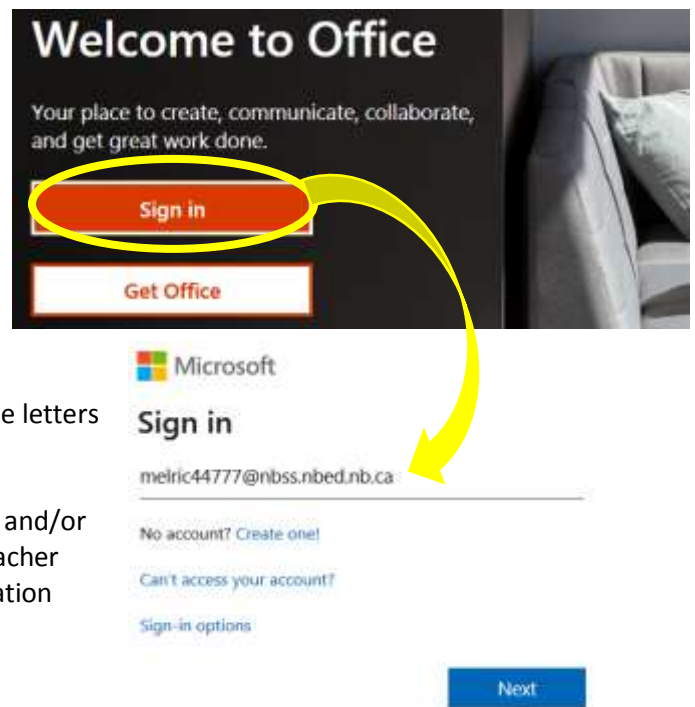
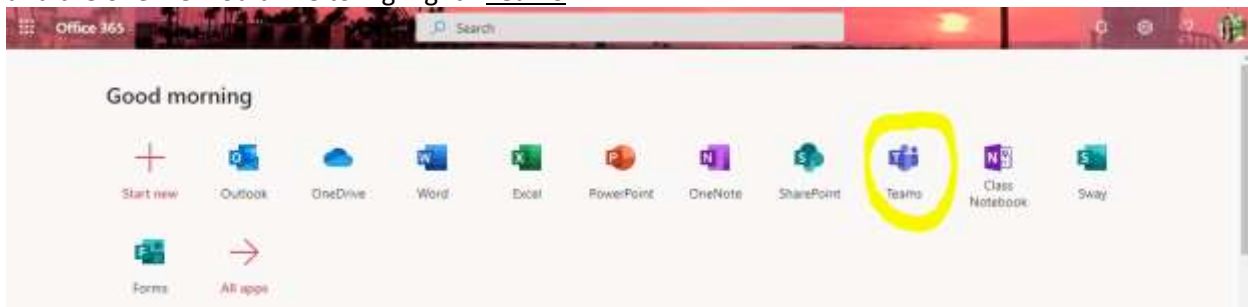


How to open "Teams" for students and families:

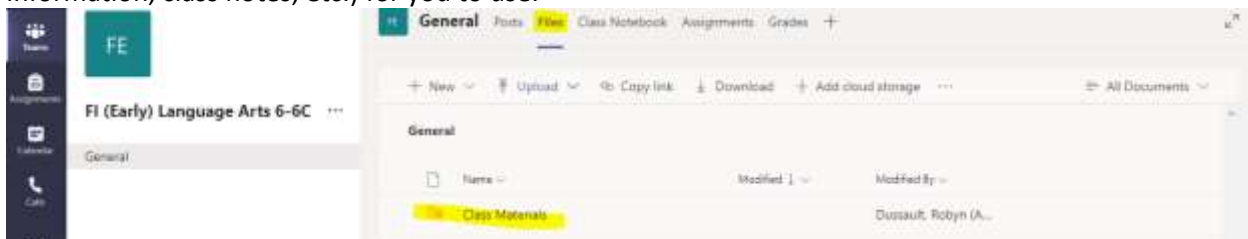
- open an internet browser
- go to <https://www.office.com>
- your child can sign in to their school account with their email address:
 - Please remember that the sign in for Office 365 uses the login format melric44777@nbss.nbed.nb.ca
 - First three letters of student's first name, first three letters of student's last name, student number, plus @nbss.nbed.nb.ca
 - If your child cannot remember their email address and/or password, please reach out to their homeroom teacher and they can support you in retrieving this information



-once logged in your child has access to all of these apps - Outlook, Word, Excel, Powerpoint, Oenote, Sway and the one we would like to highlight - **Teams**:

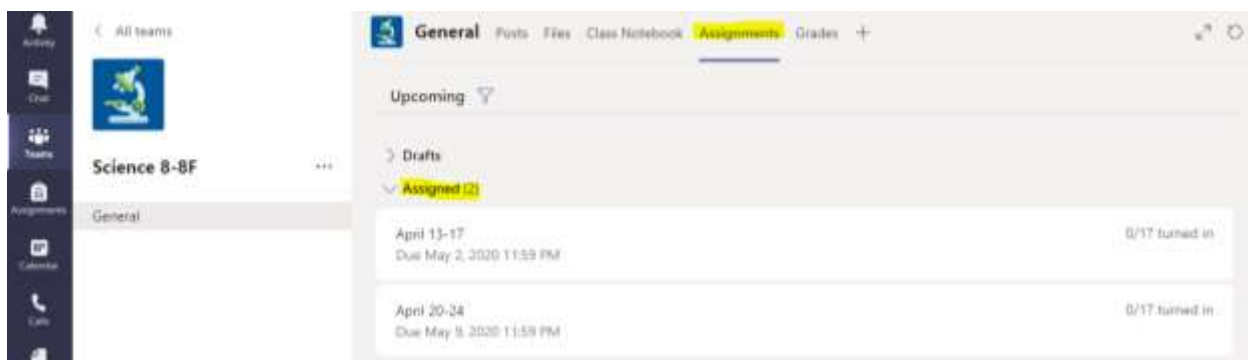


- once in Teams you will see at the top **FILES**. This is where teachers may upload documents (worksheet, information, class notes, etc.) for you to use:



- in order to "hand-in" work or share documents/pictures with your teacher you can use **ASSIGNMENTS** tab at the top of the page

- there you will find folders dated for each week, when you click on a folder there will be a tab to upload your work :



- Teams also provides a **GENERAL** section for the class (students and teacher) to post comments to the group:

