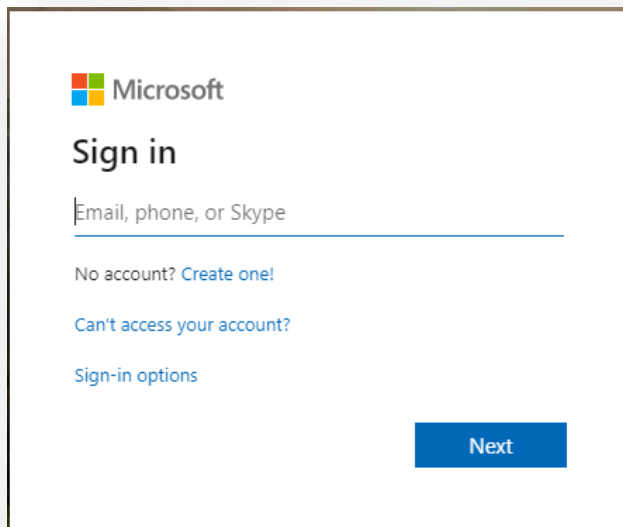


# Signing into Microsoft Teams

1. Using your internet browser, type in the address **office.com**
2. Click on the **Sign in** button

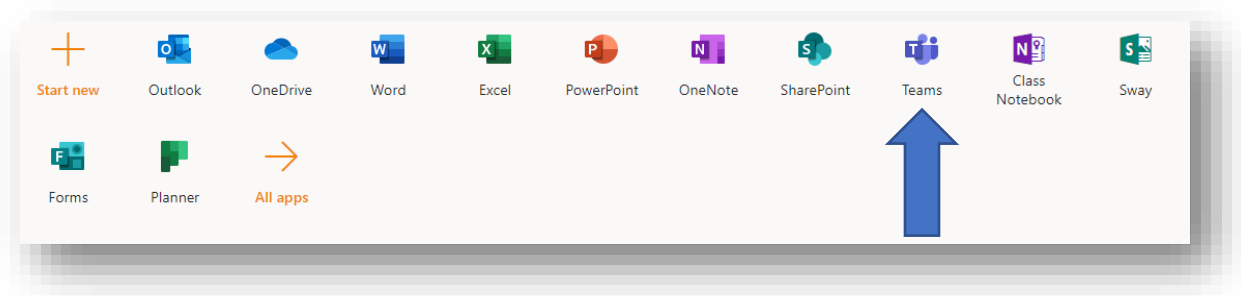


3. Use your School email address for logging in. The school email is your username followed by @nbss.nbed.nb.ca (i.e. **USERNAME@nbss.nbed.nb.ca**)



4. You will be prompted for a password. Use the same **school password** you use to log on to the school computers. **\*\***(Depending on the browser you use, you may get a pop up that requires you to enter your email address and password a second time.)

5. You will be brought to a screen that shows a variety of Microsoft applications. Click on the Teams app.



6. In the Teams app, you will have access to a Team for each class you are enrolled in. If your teacher uses Teams as a tool for sharing files, you will be able to access this material under the Files tab within the class team.

