# Harbour View High School



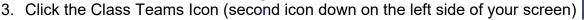


## Locating Teams and Channels

After accessing Microsoft Teams through your Office 365 school account, you will see a list of Class Teams. You must select each Class Team name individually to view the work teachers have created for the course.

#### To access your Class Teams:

- 1. Go to www.office.com and sign in to your school account using your <a href="mailto:username@nbss.nbed.nb.ca">username@nbss.nbed.nb.ca</a> and password.
- Click the Microsoft Teams icon





4. Select each Course Title to see the content for that class.

### **General Channel:**

- 1. Under the Course Title click the General channel.
- 2. The General channel contains information for all members of the team.
- 3. The General channel has tabs for Posts, Files, Class Notebook, Assignments, and Grades.

#### **Additional Channels:**

- 1. Teachers may choose to add additional channels below the General channel.
- 2. Teachers name additional channels, so if you see a channel, click it to see what it contains.
- 3. Additional channels can be used for group work containing only select students.
- 4. Additional channels can be seen by the entire class or just the students assigned in the channel depending on the wishes of the teacher.
- 5. If you post, add files, or meet in additional channels, the information is kept separate and is not visible in the general channel.

https://www.youtube.com/watch?v=GGjn3UM3KPc&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=4