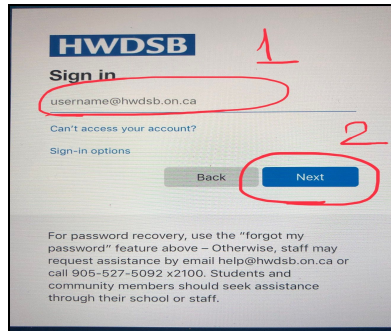
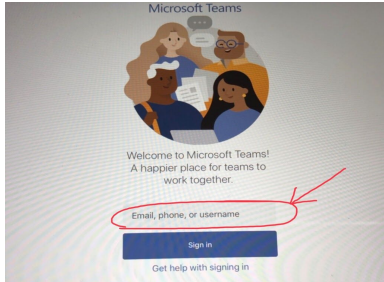


How to Log in to Microsoft Teams and Join a Meeting

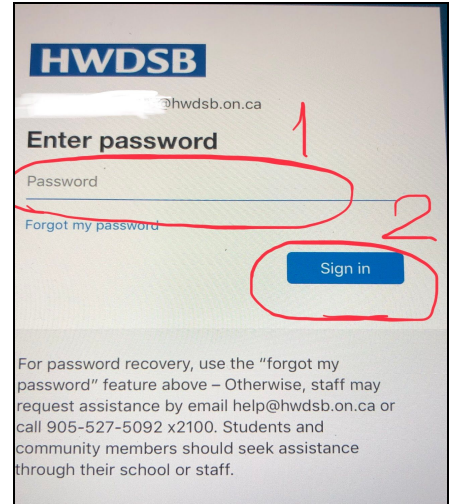
Step 1: Go to Microsoft Teams



Step 2: Type in your board email.

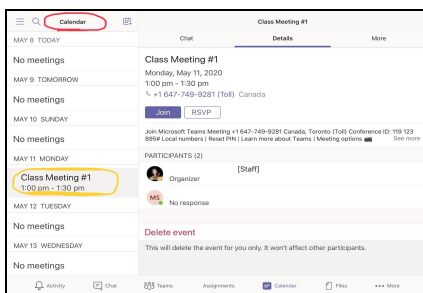
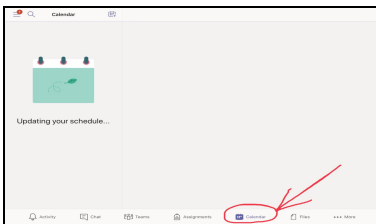


Step 3: Type in your password.



For password recovery, use the "forgot my password" feature above – Otherwise, staff may request assistance by email help@hwdsb.on.ca or call 905-527-5092 x2100. Students and community members should seek assistance through their school or staff.

Step 4: Click on Calendar. Look for the meeting - then click on the date.



Step 5: Check your board email. Accept (1) or decline (2) the invite.

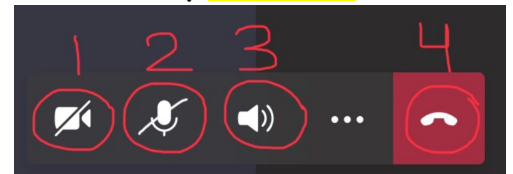


Click Join on MS Teams a few minutes before the meeting starts.



Step 6: At first, turn off the camera (1) and microphone (2).

3) Volume



4) End call

Use the chat to ask questions or click on the hand.

