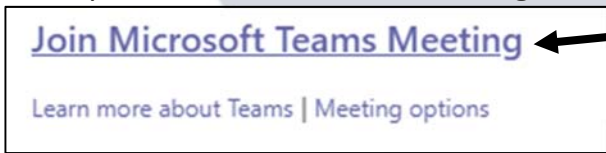


## Microsoft Teams Set Up

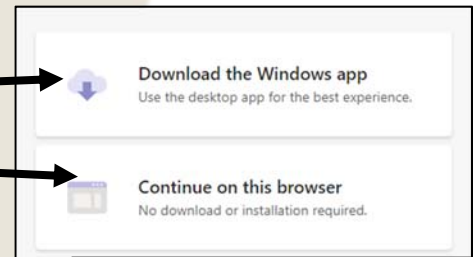


- Any child in HWCDSB will have access to Microsoft Teams and can join with their board account.
- If they are not members of the HWCDSB they will need to download the Microsoft Teams app that is free from the internet.
- Students in the HWDSB can join with their board account.
- Students that are home-schooled or in private school will need to provide their personal email to join the program.
- After classes have been organized your child will receive an invitation from the instructor to join the 'Teams Meeting'.

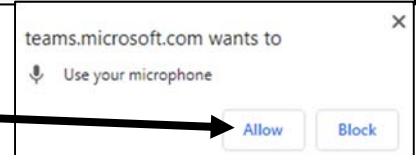
1. Check your email for the Teams Meeting invite and click the **Join Microsoft Teams Meeting** link.



2. Download the program or open Teams on the web.

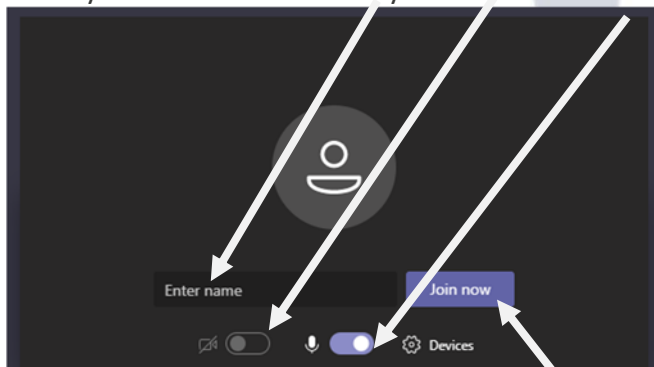


3. If you see the message below . . .



...click the **Allow** button.

4. Enter your name and choose your video and audio settings.



5. Click the **Join Now** button to be admitted into the meeting
6. Finally, you'll be put into the meeting lobby. Once you're in the lobby, the instructor will be notified that you're there, and you'll be admitted in. If no one has admitted you to the meeting within 15 minutes of joining, you'll need to join again.