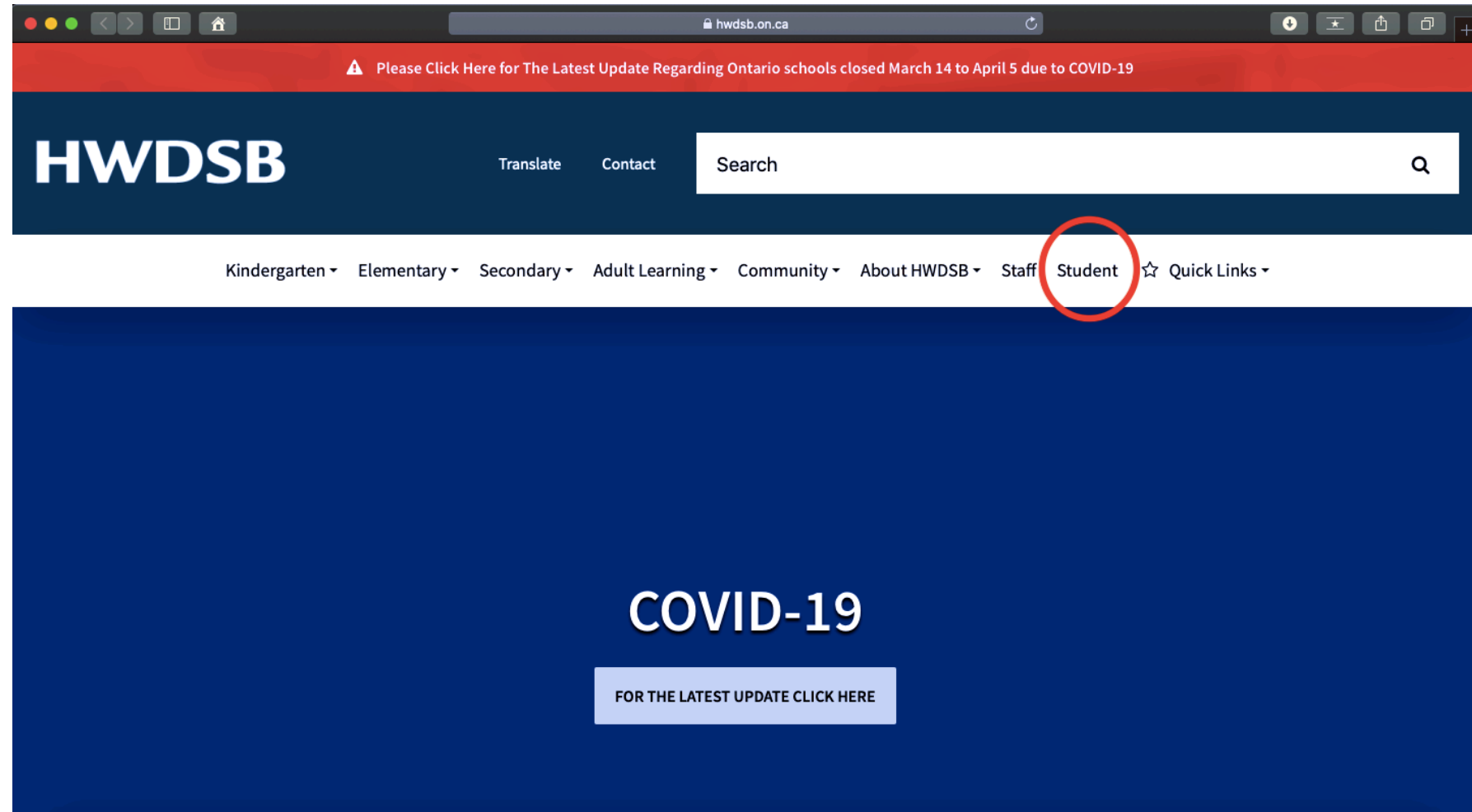


How to use Microsoft Teams

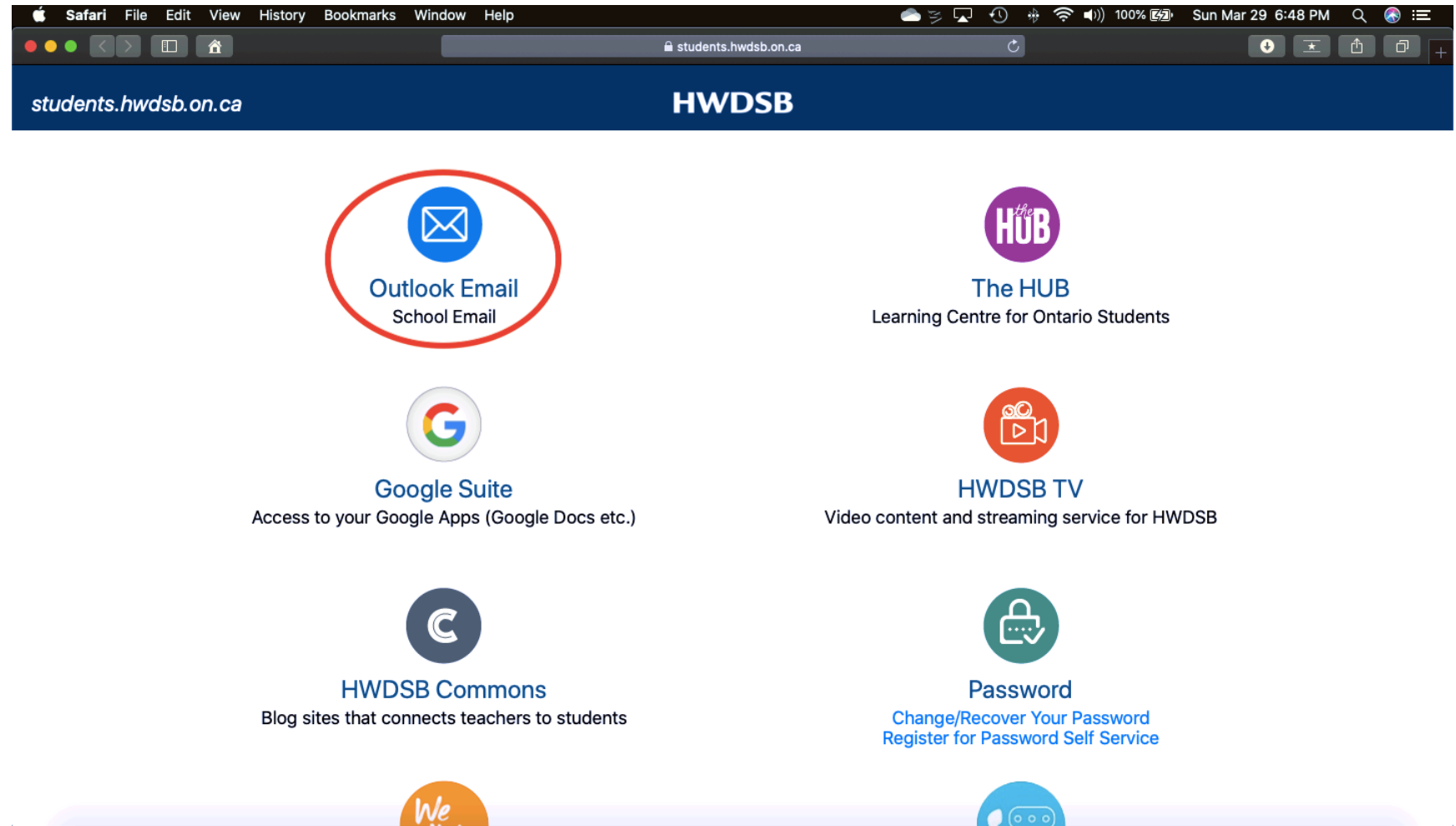
Step 1

- Go to www.hwdsb.on.ca
- Click “students”



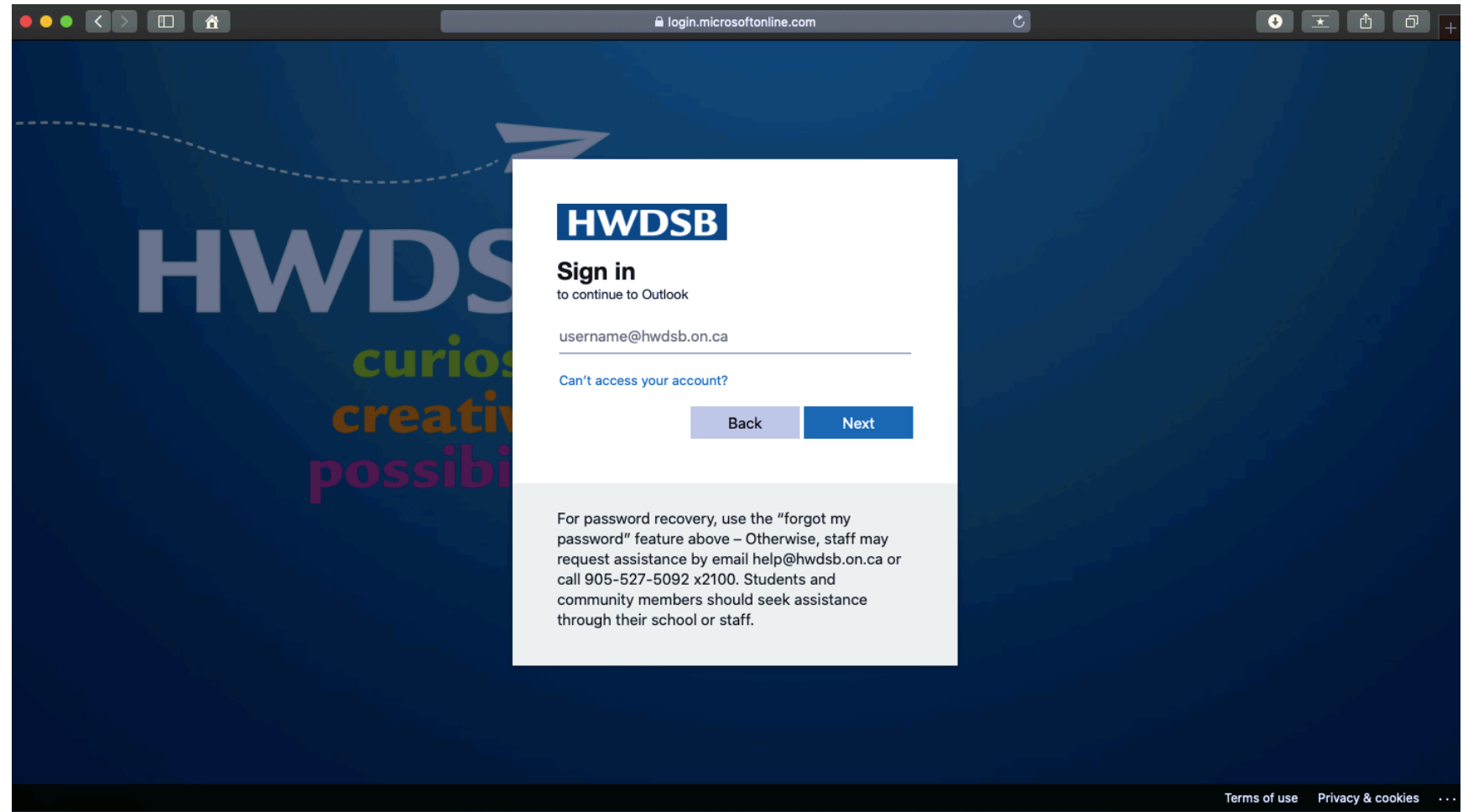
Step 2

- Select “Outlook Email”



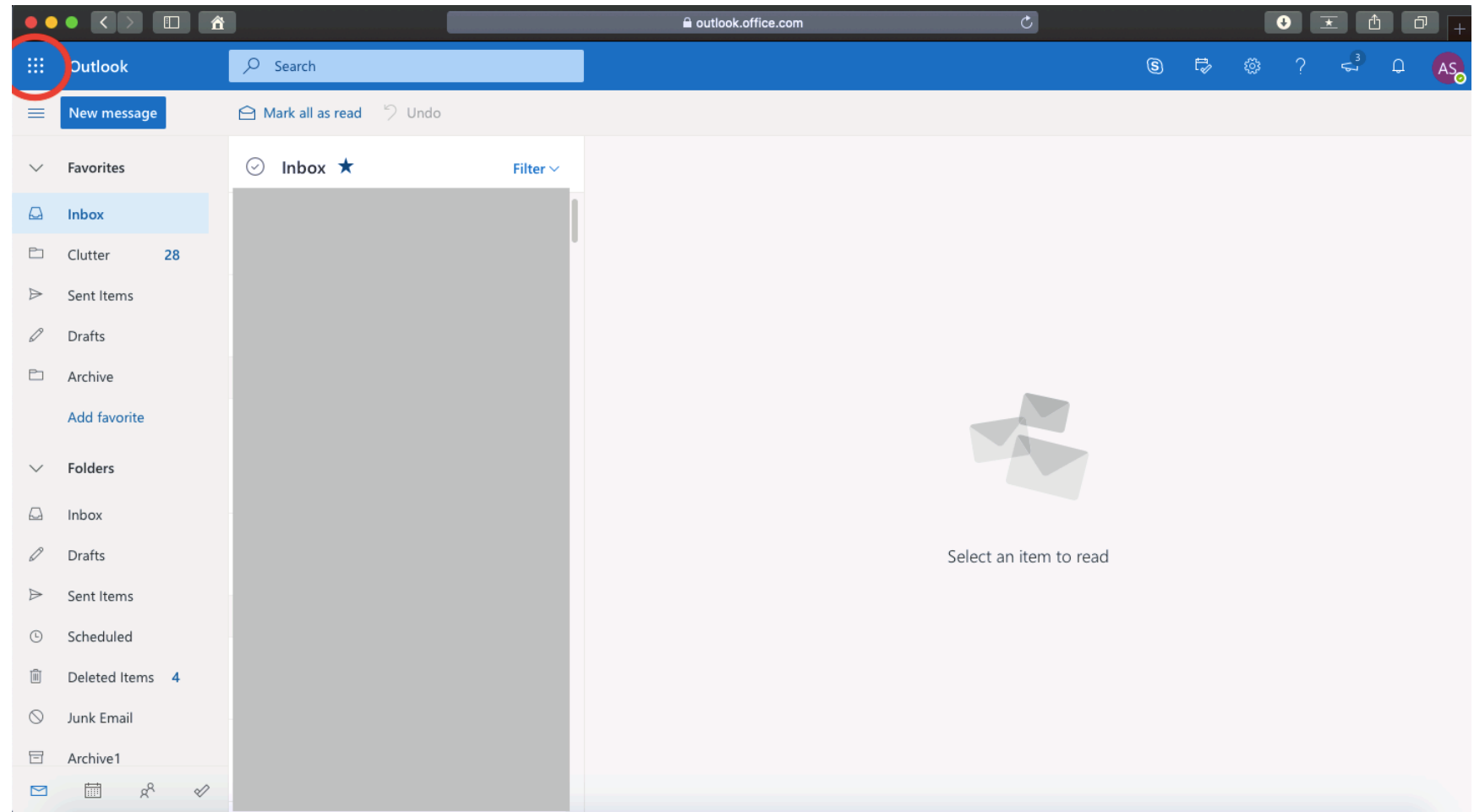
Step 3

- Sign in with your @hwdsb.on.ca email.
- Enter your password after clicking “next”.



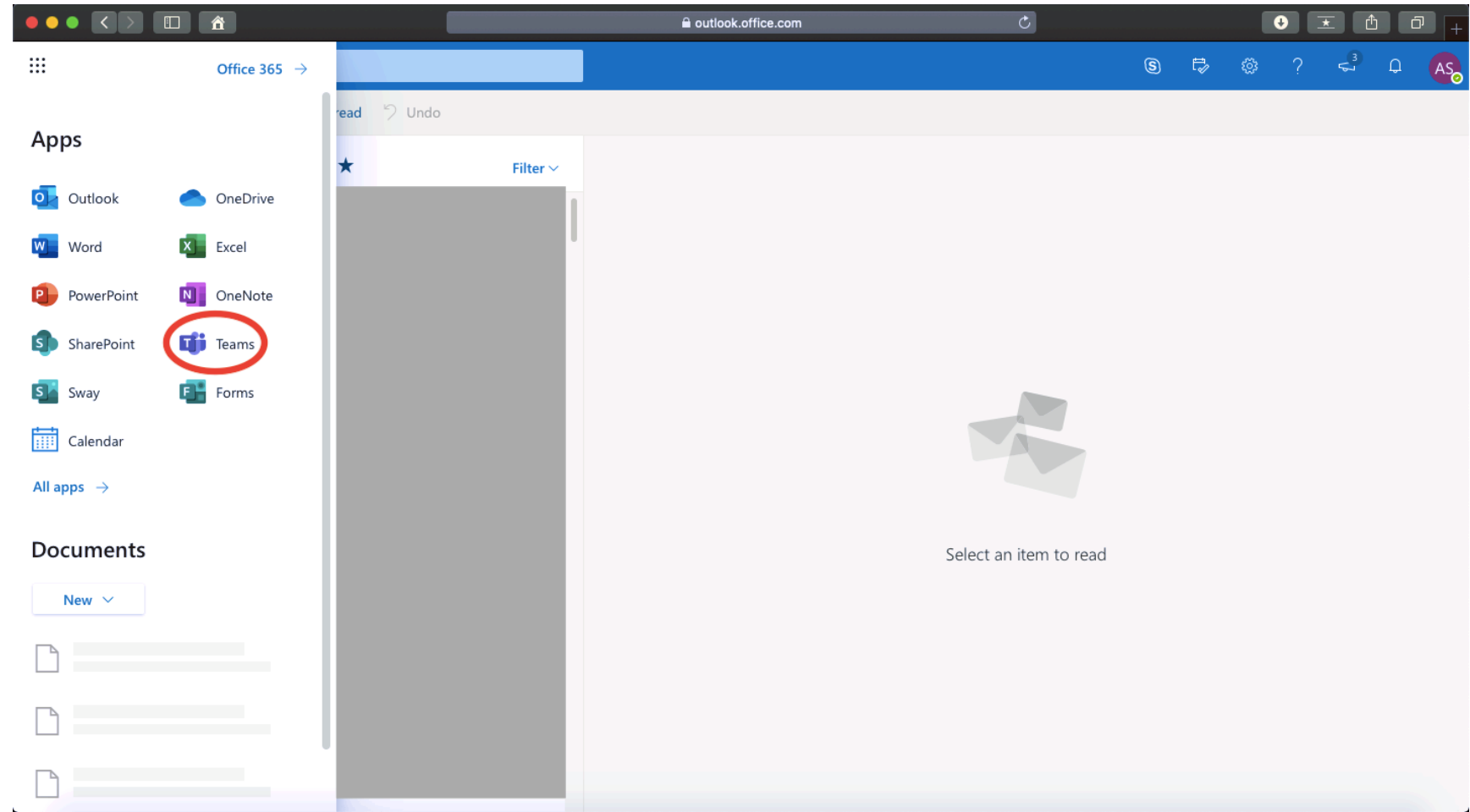
Step 4

- Click the “waffle” or grid shape in the very top left corner of the page (beside the word OUTLOOK).



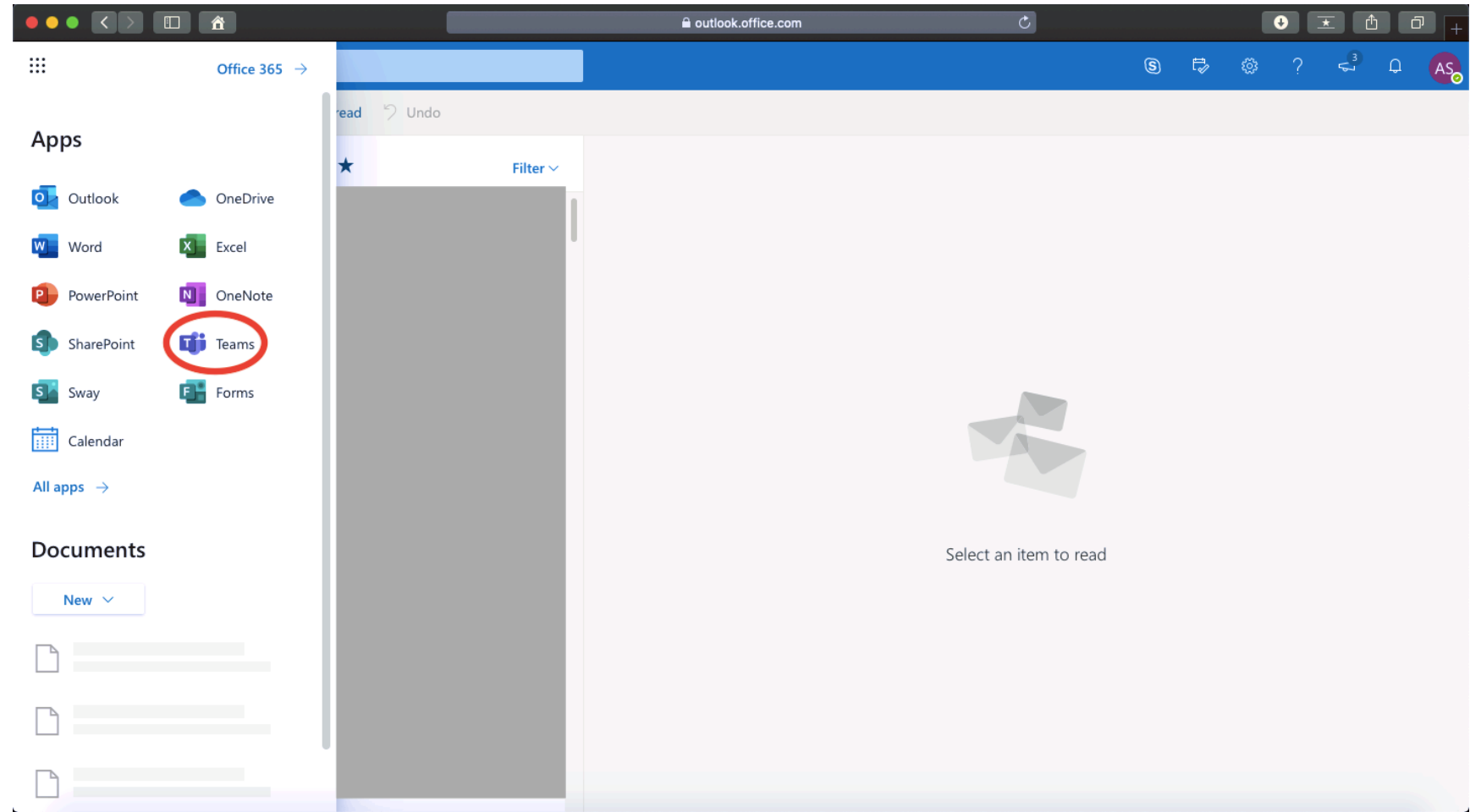
Step 5

- Select “Teams”
- You may need to re-log in with your HWDSB email and password.



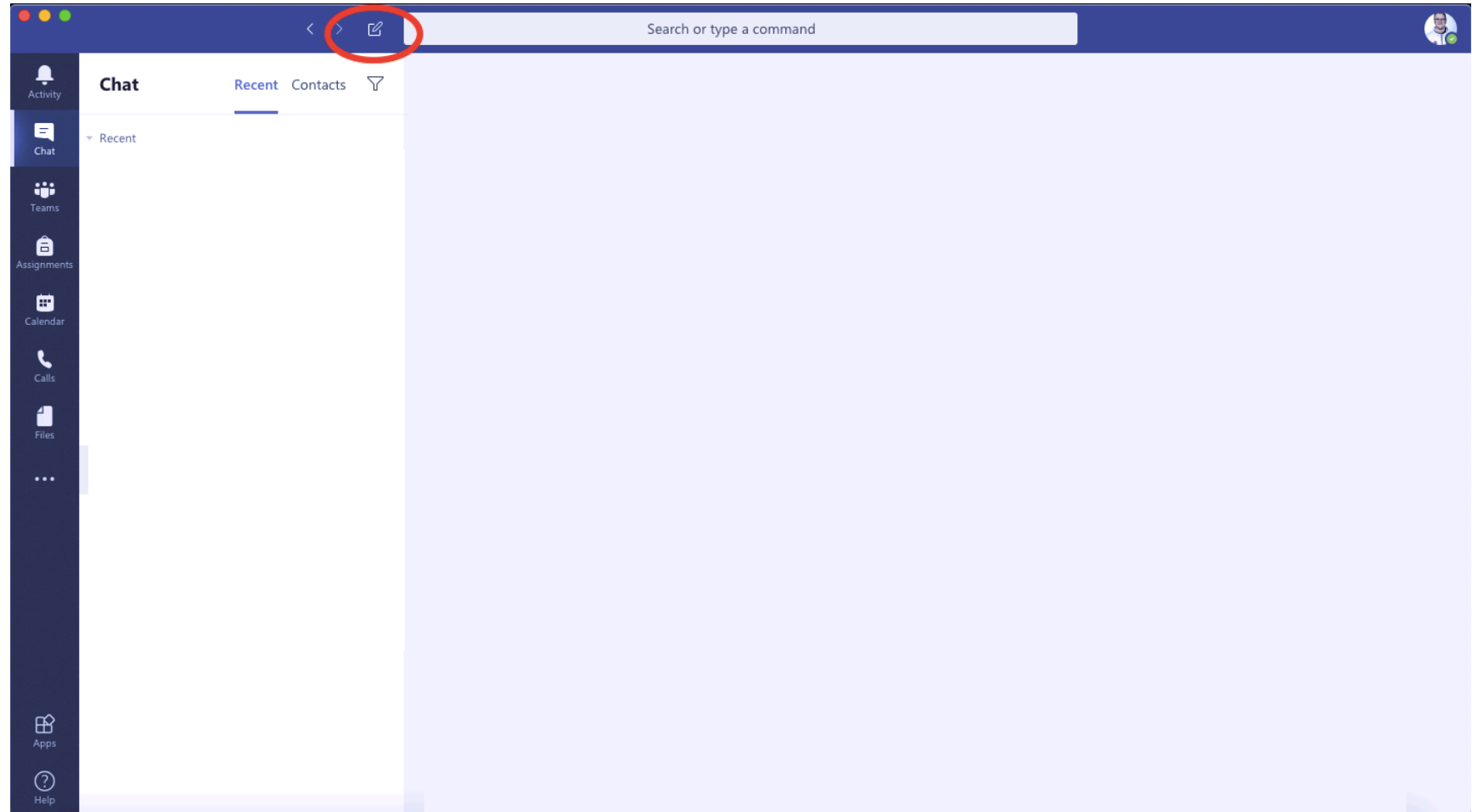
Step 6

- Select “Teams”
- You may need to re-log in with your HWDSB email and password.



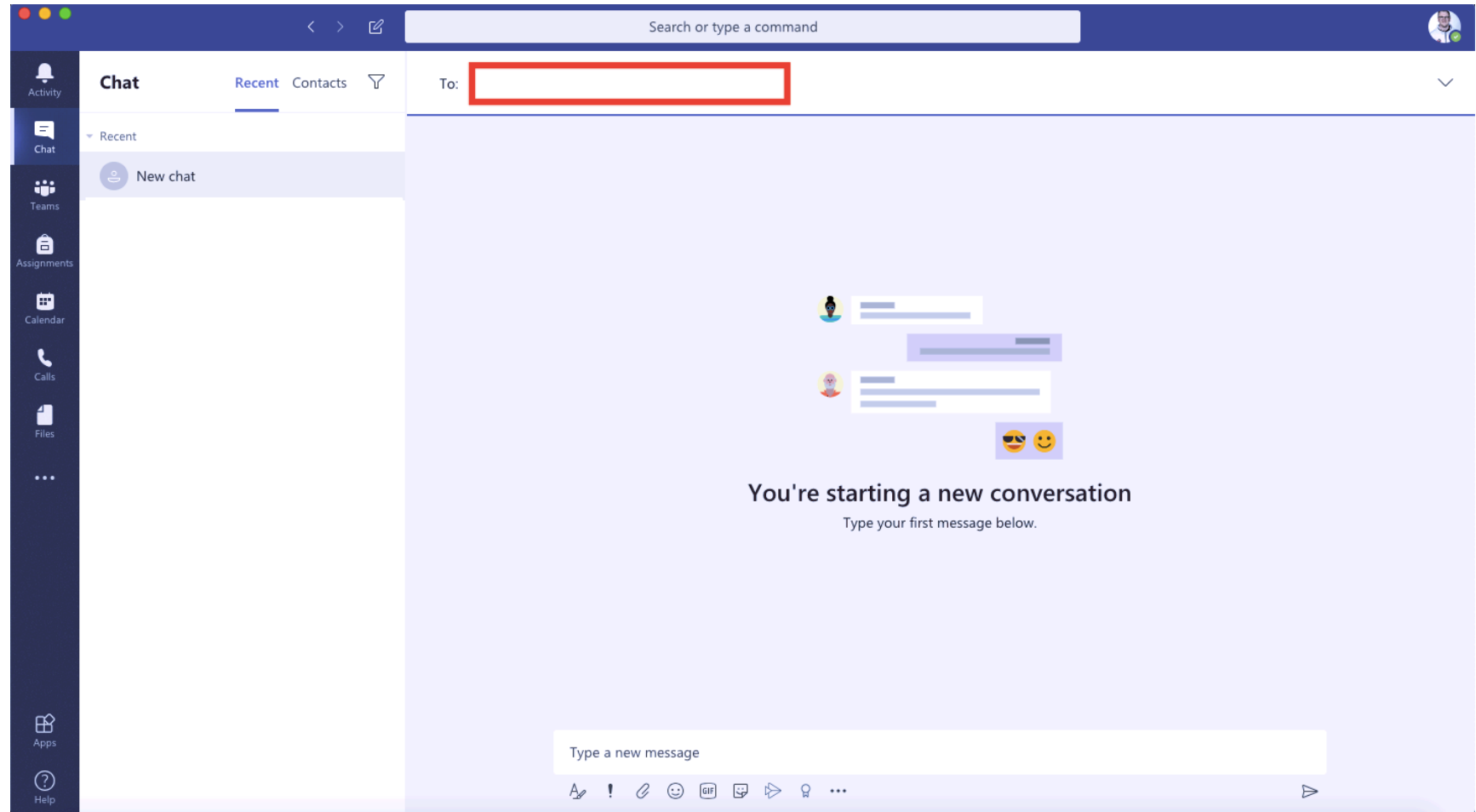
Step 7

- Click the icon in the red circle.
- This will create a new chat space for you to connect with a specific person.



Step 8

- In the RED BOX, type the email address of the teacher you would like to communicate with.
- Once it comes up, start typing below where it says, “Type a new message”.



Step 9

- Click the “Camera” or “Phone” to contact your teacher.
- You can also just type a message and wait for a reply. This acts as a chat room.

