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**)

Sign in		
Email, phone, or Skype		_
No account? Create one!		
Can't access your account?		
Sign-in options		
	Next	

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.

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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.

	Mic	rosoft Teams								
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