

You can install Teams on your mobile device in a few different ways. The easiest way is to open the Google Play Store (on Android devices) or the Apple App Store (on iOS devices) and search for the Teams mobile app.

To install the Teams mobile app on your iPhone or iPad:

1. Open the Apple App Store on your iOS device.
2. Tap the Search icon in the store and type Microsoft Teams.
3. Tap the download link to install the app on your device.
4. Once the app has finished downloading and installing, tap the Open button.

To install the Teams mobile app on your Android Device:

1. Open Google Play Store on your Android device.
2. Tap the Search icon in the store and type Microsoft Teams.
3. Tap the Install button to install the app on your device.
4. Once the app has finished downloading and installing, tap the Open button.

**Follow the same procedure for installing Microsoft OneNote.*

Points to Remember:

- You MUST have passed in your Policy 311 form to your Home Room Teacher.
- You MUST use your school username and password.
- When prompted for an email, use the following: username@nbss.nbed.nb.ca

If you choose to use a computer instead of (or as well as) a mobile device, you do not have to download the apps. Each student has free access to Office 365 and both Microsoft Teams and OneNote are included with that access.

To log in to Office 365 on your computer or mobile device:

1. Open a web browser (Chrome, Edge, Safari, etc.)
2. Search Office 365 login or use the following URL: <https://www.office.com>

You will be prompted for your username and password and must use the one given to you by the school.

<https://www.youtube.com/watch?v=sORShV3G4n8&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z>