





After accessing Microsoft Teams through your Office 365 school account, you will see a list of Class Teams. You must select each Class Team name individually to view the work teachers have created for the course.

### **To access your Class Teams:**

1. Go to [www.office.com](http://www.office.com) and sign in to your school account using your [username@nbss.nbed.nb.ca](mailto:username@nbss.nbed.nb.ca) and password.
2. Click the Microsoft Teams icon 
3. Click the Class Teams Icon (second icon down on the left side of your screen) 
4. Select each Course Title to see the content for that class.

### **General Channel:**

1. Under the Course Title click the General channel.
2. The General channel contains information for all members of the team.
3. The General channel has tabs for Posts, Files, Class Notebook, Assignments, and Grades.

### **Additional Channels:**

1. Teachers may choose to add additional channels below the General channel.
2. Teachers name additional channels, so if you see a channel, click it to see what it contains.
3. Additional channels can be used for group work containing only select students.
4. Additional channels can be seen by the entire class or just the students assigned in the channel depending on the wishes of the teacher.
5. If you post, add files, or meet in additional channels, the information is kept separate and is not visible in the general channel.

<https://www.youtube.com/watch?v=GGjn3UM3KPC&list=PLni1Jlcv35kZFhjEduk0bd5GDm6DKSe5Z&index=4>