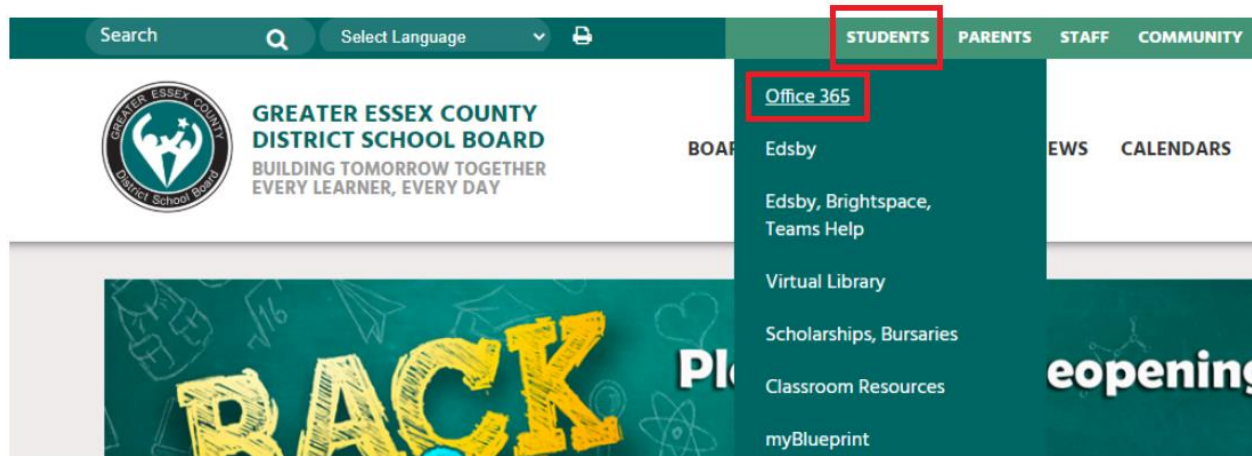


Connecting to and Joining a Microsoft Teams Meeting

Step 1: Go to www.publicboard.ca, select **STUDENTS**, and **Office365**.



Step 2: Sign in using your **@student.publicboard.ca** account. Enter your student number, followed by @student.publicboard.ca , and then your password. Click **Sign in**.

Please sign in using your "student.publicboard.ca" or "publicboard.ca" account.

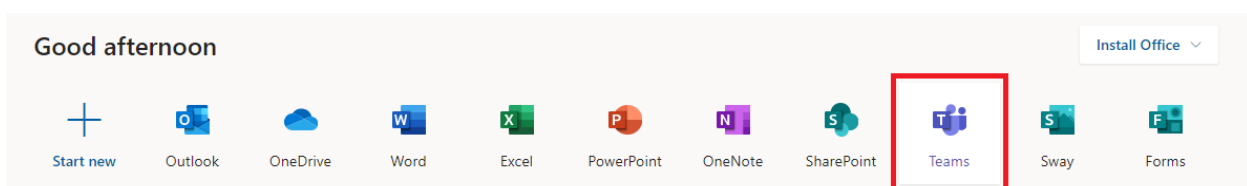
STUDENTNUMBER@student.publicboard.ca

.....

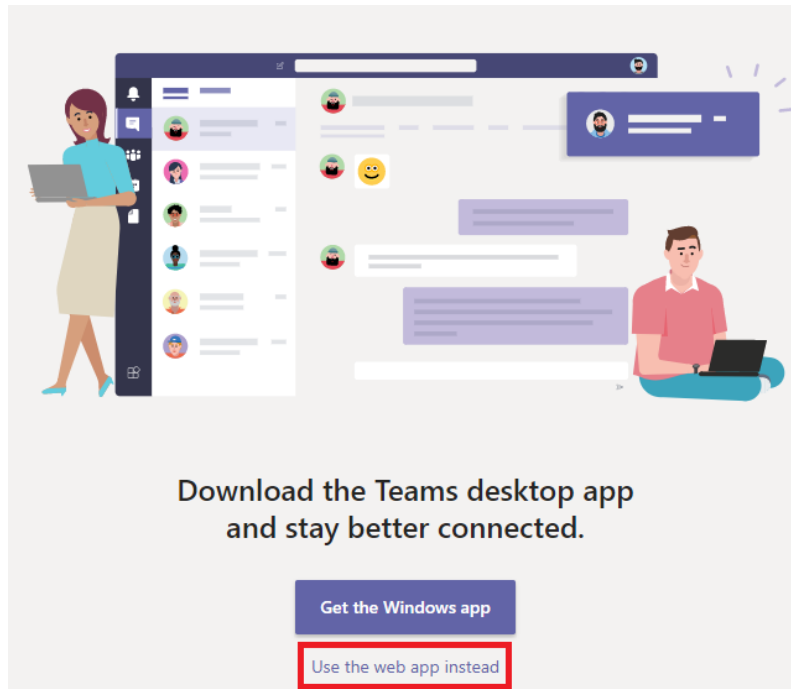
Sign in

By clicking "Sign In" I agree to be [Digitally Responsible](#).

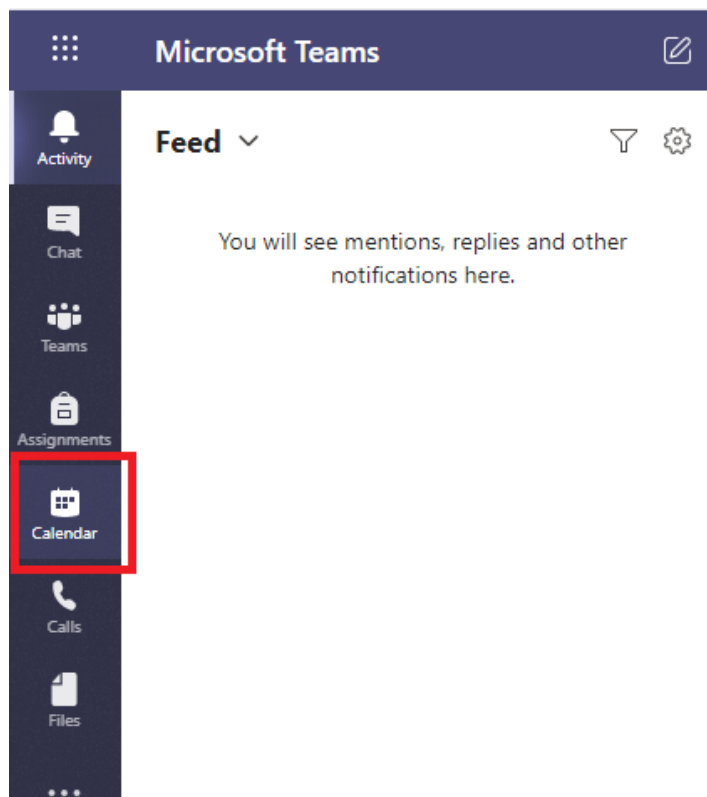
Step 3: At the top of your new page, click on **Teams**.



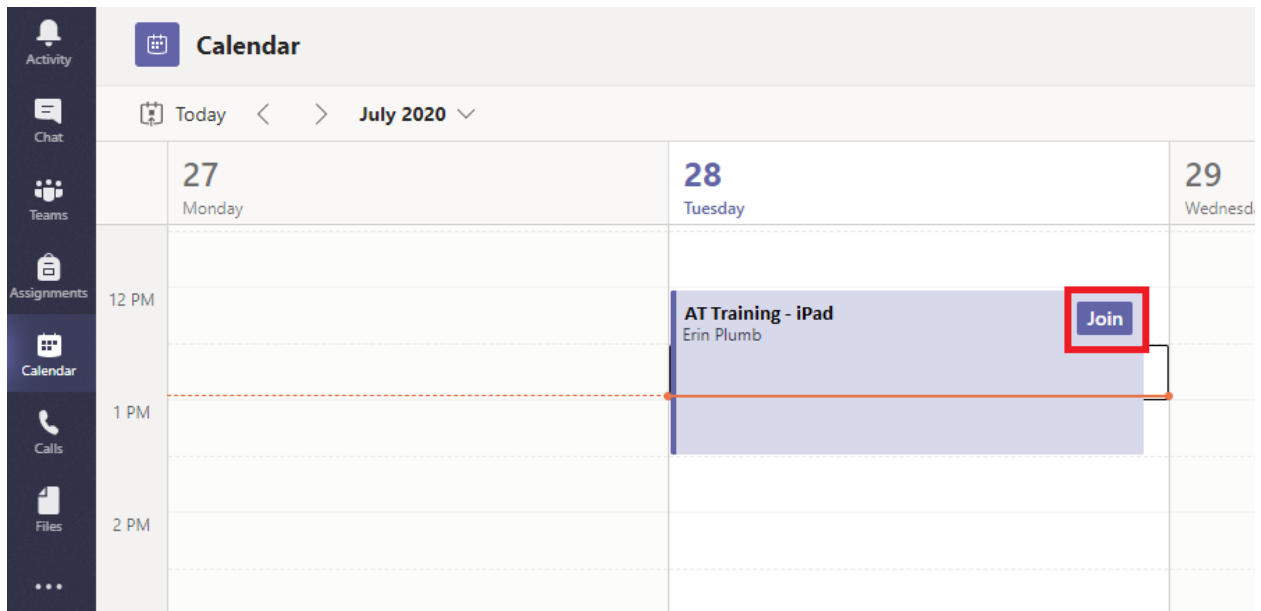
Step 4: You will be asked whether you would like to use the Windows or web app. If you have the Windows app installed, you may use it. Otherwise, **Use the web app instead.**



Step 5: On the left-hand side of the screen, click on **Calendar**.



Step 6: Find the scheduled Teams meeting (training session), and click **Join**.



Step 7: Ensure both video and microphone are turned on (purple toggle), then click **Join now**.

