## **Connecting to and Joining a Microsoft Teams Meeting**

Step 1: Go to <u>www.publicboard.ca</u>, select STUDENTS, and Office365.

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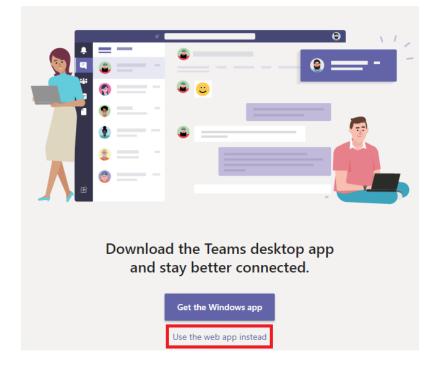
**Step 2:** Sign in using your **@student.publicboard.ca account.** Enter your student number, followed by **@student.publicboard.ca**, and then your password. Click **Sign in**.

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 <u>Digitally</u> Responsible.

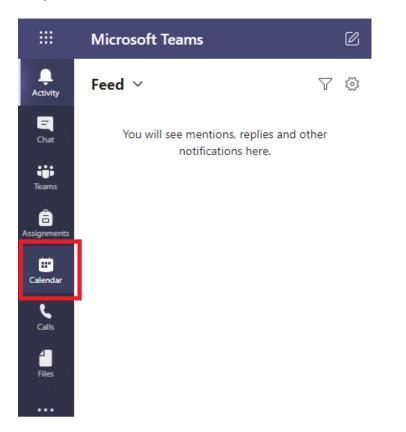
Step 3: At the top of your new page, click on Teams.

Good afternoon								Install Office $\vee$		
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Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	Forms

**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.

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

