

Parent/Guardian and Student Guide to Accessing Microsoft Teams



What is Microsoft Teams?

A Microsoft online communication and collaboration platform

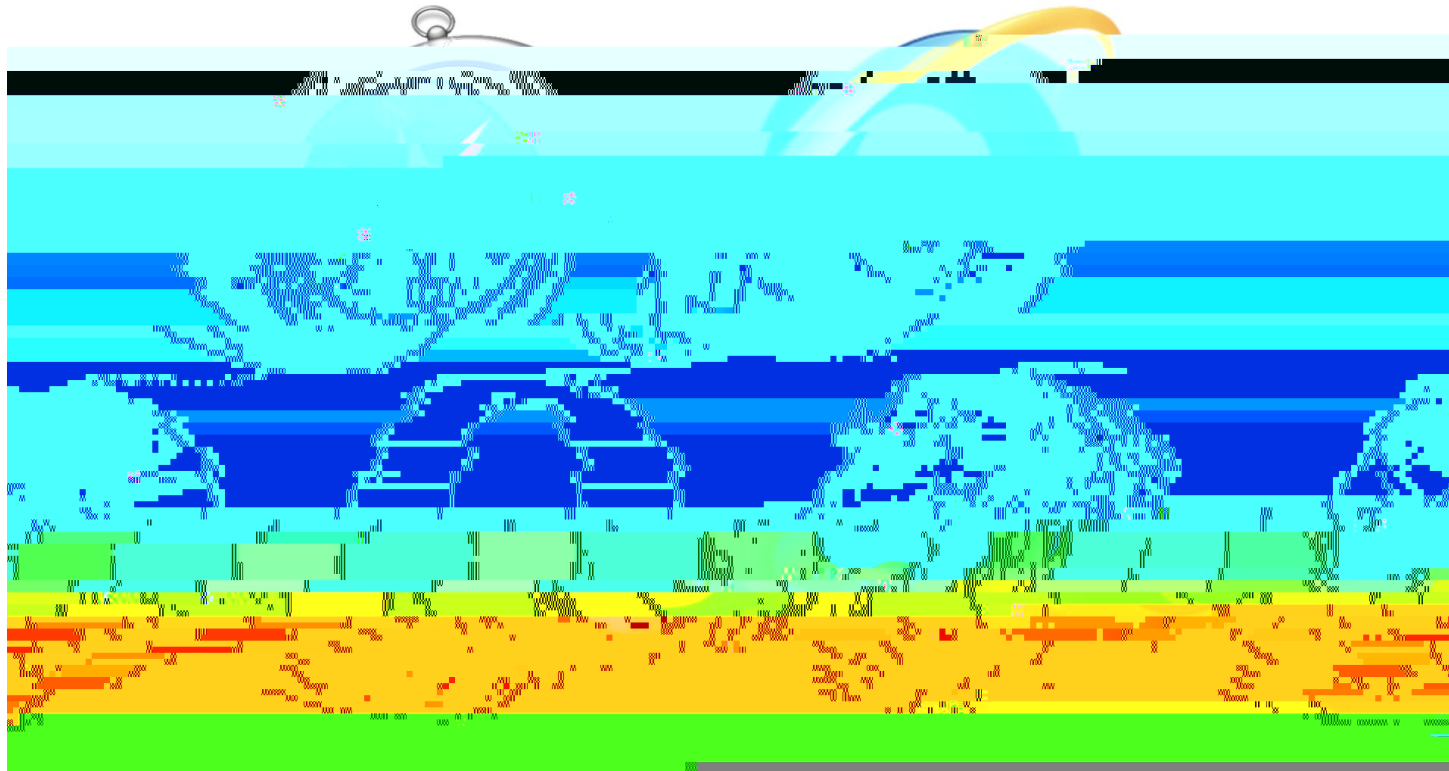
Combines chat, video meetings, and file storage

Create news, posts, and assignments for students

Collaborate on documents via Teams and supporting Microsoft products



Open a new internet browser from your device





Launch the Student Dashboard portal using the link below:

[4@? ?A01: @ 0</0?. ; >3](#)

You can click on "Teams" or go through the Office 365 Home Page.

How do I access Teams?

You will be prompted to sign in using your school board's login information.

The username is your student number followed by your password.



Having Password Issues?

- 8

f2E; A> <- ??C; >0 4- ? 1D<5>10 **and you do not know your password**

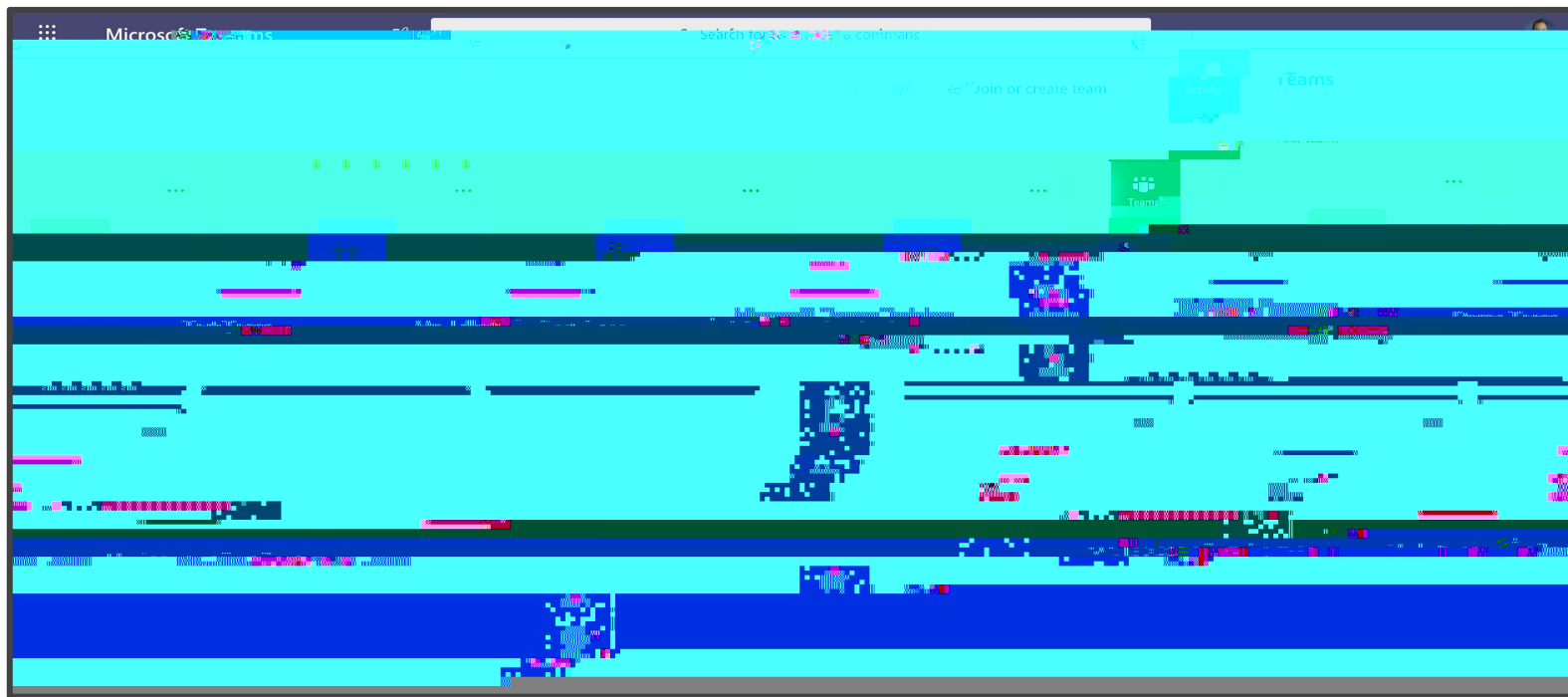
Access the student portal ([?@01: @ 0</0?. ; >3](#))

Click "Office 365 dpcloud.dpcdsb.org" tile

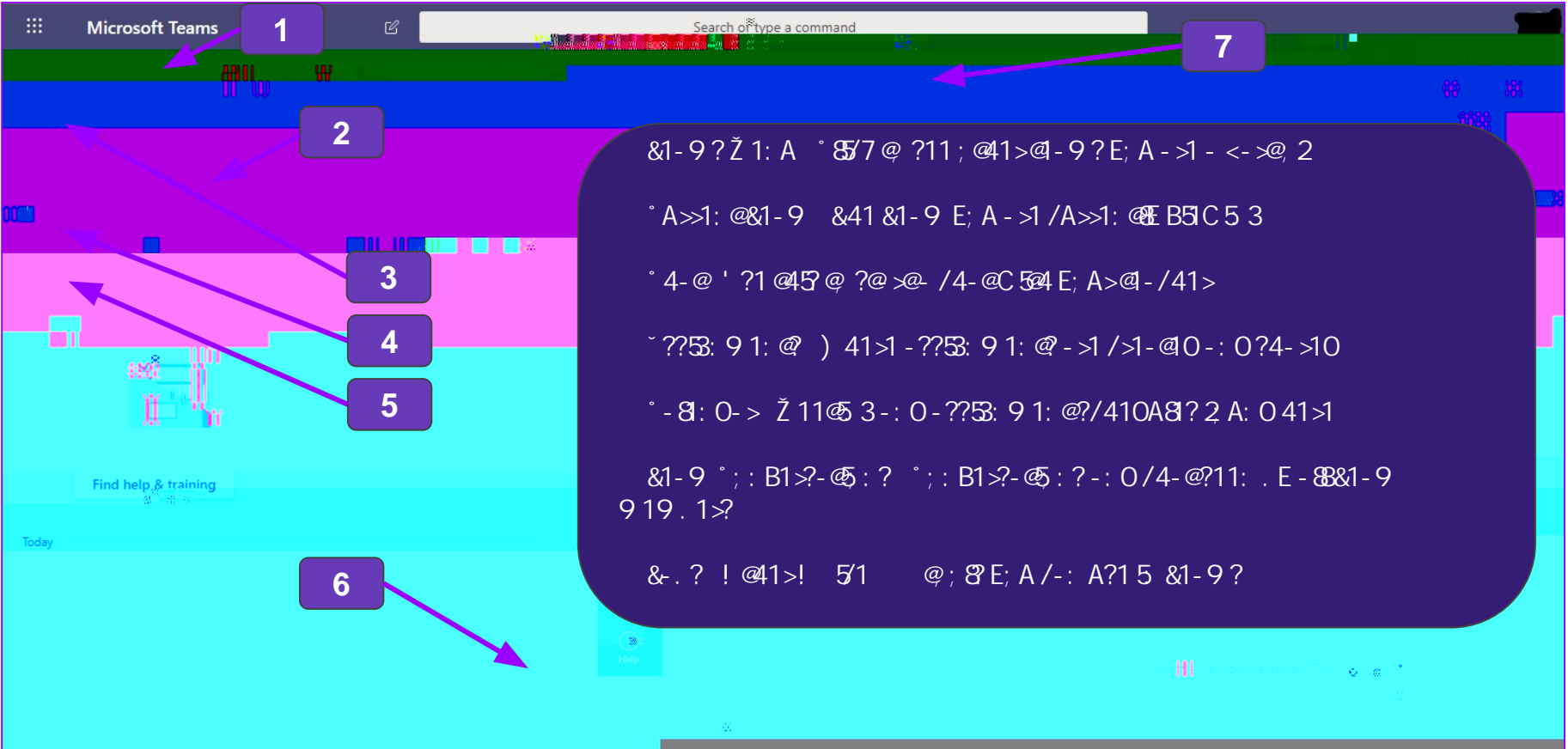
Password reset will be prompted when you login

f2E; A **forgot your password** - : OE; A 4- B1 <>1B5 A?Æ **registered for the password reset tool**

Access the student portal (



Navigating the Teams Page



&1-9?Ž 1: A ° 5/7@ ?11; @41>@-9?E; A->1 - <->@, 2
° A>>1: @&1-9 &41 &1-9 E; A->1 /A>>1: @E B5C5 3
° 4-@ ' ?1 @45@ ?@>@ /4-@C524E; A>@- /41>
~??5: 9 1: @) 41>1 -??5: 9 1: @->1 />1-@0-: 0?4->10
° -8: 0-> Ž 115 3-: 0-??5: 9 1: @/410A8?2 A: 041>1
&1-9 ° ;: B1>?-5: ? ° ;: B1>?-5: ?-: 0/4-@?11: . E-8&1-9
9 19. 1>?
&-. ? ! @41>! 51 @; 8E; A/-: A?15 &1-9?

Additional Resources:

