

HCS guide on how to log onto MS Teams from home:

Hello Families,

By now, all of your students should have received their teams' login information from their homeroom teacher. They would have been given a username @holycrossschool.mb.ca as well as a password. This year, **ALL** students got new user names and passwords to make them more user-friendly.

In order to streamline some of the issues you may be having at home logging in, please follow this how-to guide for signing in at home, and if you are still having issues, please let your homeroom teacher know.

- 1) Open up any web browser (Safari, Edge, Google Chrome, etc.) and type office.com into the search bar.
- 2) When at the sign-in page, log in using the credentials in your student's agenda or those they have received from their teacher
- 3) Once logged in, you should see a menu of options along the left side of the screen. Click on the menu item titled "APPS"
- 4) From there, you will click on the Teams app, and it should bring you to a login screen for Teams.
- 5) Again, enter your username and password information to access your class teams.

For families who already have teams downloaded onto a computer, iPad or Desktop

- 1) Please ensure that the Teams app you have is for "school or work" and NOT "personal." Your student account will not work with the personal version of Teams.
- 2) Enter in your student's username and password, and you should gain access to their class team.

If you experience any issues logging in, please let your homeroom teacher know, and our IT department will look into the issue.

Thank you.