

## Quick Start Guide for Using Microsoft Teams on an iPad

### Installing & Signing in

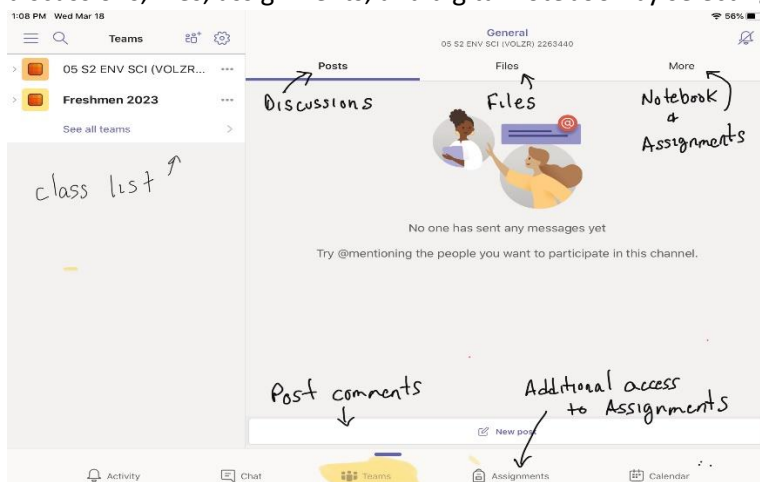
1. Install the Microsoft Teams app from the app store. District devices will have the app pre-installed
  - a. If you do not see the app on district devices, locate the app catalog app and install from there
  - b. Teachers may require use of Microsoft Word and/or PowerPoint, these can also be found in the app store



2. Launch the Teams app
3. Select Sign-in
  - a. Sign-in address: district username@pcsb.org ([r2.d2@pcsb.org](mailto:r2.d2@pcsb.org))
  - b. Complete sign-in process by entering student password

### Navigating Microsoft Teams

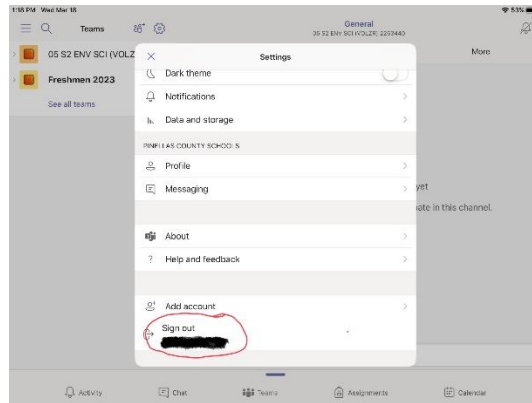
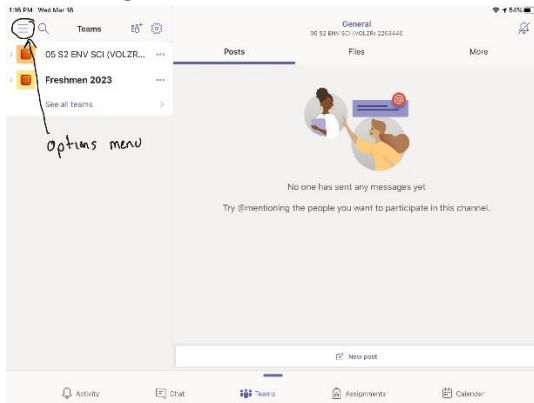
- Once signed in, the application will start on the Activity page. The activity page lists all activity within the Teams platforms. Select the Teams icon on the lower navigation bar to view your class(es).
- Use the dropdown next to the class name to access the general channel. Here you can access the class discussions, files, assignments, and digital notebook by selecting the appropriate tab across the top.



## Multiple Users/Switching Accounts

Only one student at a time can be signed-in to Teams. If multiple students are using the same iPad, each student must sign out prior to the next student signing in. Follow the steps below to sign out.

1. Select the options menu
2. Choose Sign Out from the list



3. App is now ready for next student to log in
  - a. Log student out before returning device to school

Go to <https://tinyurl.com/PCSTeamsiPad> to view a video with more in-depth information on using Microsoft Teams on an iPad.