

On-line tutorials and support for parents and guardians:

Microsoft Office 365

Interactive Teams tutorial for Parents, Guardians, and Students

- How to sign into Office 365
- Find the Teams app
- Join a Class Team with code
- Navigate between Teams
- View and reply to posts
- Access calendar
- Join a Teams meeting
 - Interact during meeting
 - Mute/unmute
 - Chat function
 - Raise hand
- Assignments
 - View assignments
 - View assignment rubric
 - Listen to assignment instructions with Immersive Reader
 - Attach work to an assignment
 - Turn in assignments
- Class Notebook

Ctrl – click to access
the website links

Step-by-step PDF introduction to Teams for Parents and Guardians

For students: [**Video introductions to Microsoft Teams for Students**](#)
[**Microsoft Teams for Education Student support page**](#)

If you require support:

please email wqsbhelpdesk@wqsb.qc.ca and include in your email the following:

- student's name
- grade level
- school
- best phone number to contact you as a follow-up (if necessary)
- issue/problem clearly described

If you do not have access to email, and require support on connecting the student's device or support in logging into O365, please call **819-777-9650** between 8:00 AM - 4:30 PM Monday to Friday.

Friendly reminder: avoid using email accounts outside the WQSB system. Student accounts can only receive and send email within our WQSB context. For Kinder to Cycle 1 families, and families with special needs students, passwords will require a prefix ([**Wqsb**](#)) for the numeric password, for example: [**Wqsb1234**](#).