




# MICROSOFT TEAMS

## FIRST TIME LOGGING IN

STEP	INSTRUCTIONS
1	<p><b>CHOOSE YOUR PREFERRED WAY(S) TO ACCESS MICROSOFT TEAMS</b></p> <ul style="list-style-type: none"> <li>• <b>Desktop Computers/Laptops:</b> Please download and install from: <a href="https://tinyurl.com/y8cebud8">https://tinyurl.com/y8cebud8</a></li> <li>• <b>Web Browsers:</b> <a href="https://teams.microsoft.com">https://teams.microsoft.com</a></li> <li>• <b>Mobile Devices:</b> Please search for the app and install via your mobile device's app store (ex. iOS: App Store, Android: Play Store)</li> </ul> <p><b>HELPFUL TUTORIAL VIDEOS:</b> Please familiarize yourself with the following tutorial videos:</p> <ul style="list-style-type: none"> <li>• <b>Interface Overview:</b> <a href="https://youtu.be/w6Mxg4Uq_QU?t=34">https://youtu.be/w6Mxg4Uq_QU?t=34</a></li> <li>• <b>Assignment Submission:</b> <a href="https://youtu.be/PW8j4rQDZlw">https://youtu.be/PW8j4rQDZlw</a></li> </ul>
2	<p><b>FIRST TIME LOGGING IN:</b> There is <b>NO NEED</b> to register a Teams account. Students can simply log in with their login ID &amp; temporary password:</p> <p>1. <b>Sign-in Address:</b> Enter your <b>login ID</b></p> <div data-bbox="261 1003 1141 1270" style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #e6f2ff;"> <p><b>Login ID FORMAT:</b> student.<i>LegalFirstNameLegalLastName</i>@mhsrichmond.onmicrosoft.com</p> <p>ex.: If your legal name is Xiaoming Wang, then your Login ID is: <i>student.xiaomingwang@mhsrichmond.onmicrosoft.com</i></p> </div> <div data-bbox="1208 919 1484 1262" style="text-align: center;">  <p><b>Enter your work, school, or Microsoft account.</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px; margin: 5px auto;">Sign-in address</div> <div style="background-color: #ccc; padding: 5px; width: 100px; margin: 5px auto;">Sign in</div> </div> <p>2. Click <b>"Sign In"</b></p> <div data-bbox="261 1371 1149 1654" style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #ffe6e6;"> <p><b>TROUBLE SHOOTING:</b> If your account does not exist or you encounter other technical issues, please contact:</p> <ul style="list-style-type: none"> <li>• <b>Grace Yin</b> <ul style="list-style-type: none"> <li>○ <b>WeChat:</b> yinxiaoshuang0216, <b>Email:</b> <a href="mailto:grace.yin@maplehilledu.com">grace.yin@maplehilledu.com</a></li> </ul> </li> <li>• <b>Michael Ding</b> <ul style="list-style-type: none"> <li>○ <b>WeChat:</b> bora718, <b>Email:</b> <a href="mailto:ding.ning@maplehilledu.com">ding.ning@maplehilledu.com</a></li> </ul> </li> </ul> </div> <div data-bbox="1208 1293 1484 1654" style="text-align: center;">  <p><b>Enter your work, school, or Microsoft account.</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px; margin: 5px auto;">student. [ ] @mhsrichmond.onmicrosoft.co</div> <div style="background-color: #0070c0; color: white; padding: 5px; width: 100px; margin: 5px auto;">Sign in</div> </div> <p>3. Click <b>"Next"</b></p> <div data-bbox="1208 1671 1484 1885" style="text-align: center;">  <p><b>Sign in</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px; margin: 5px auto;">student. [ ] @mhsrichmond.onmicrosoft.com</div> <p style="font-size: small; margin-top: 5px;">No account? <a href="#">Create one!</a> Can't access your account? Sign-in options</p> <div style="background-color: #0070c0; color: white; padding: 5px; width: 50px; margin: 5px auto;">Next</div> </div>

4. **Password:** Enter your **temporary password**

**Temporary Password: Naj51231**

**【IMPORTANT】**  
Please **CHANGE** your password upon your first time logging in !

← student. [redacted]@mhsrichmond.onmicrosoft.com

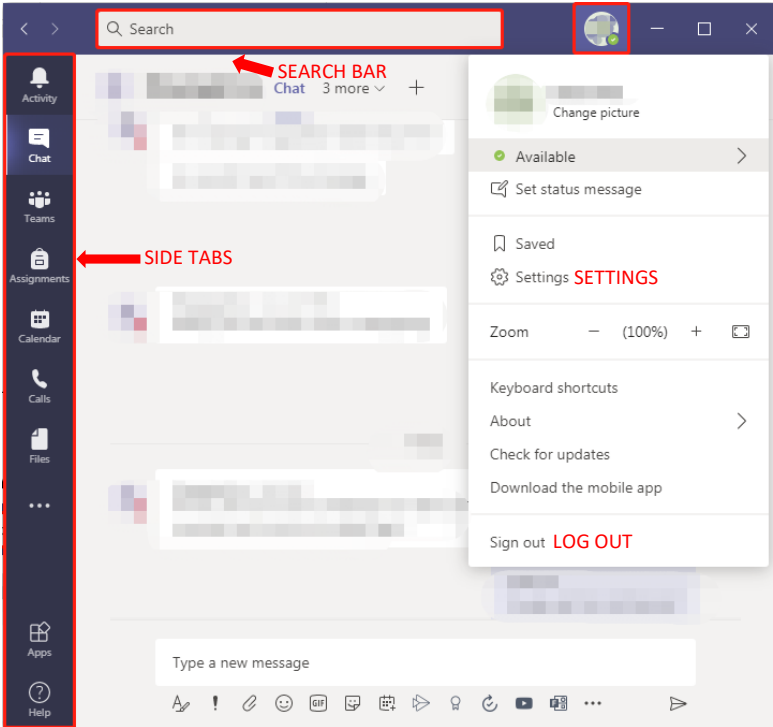
**Enter password**

[Forgot my password](#)

[Sign in](#)

Forgot password? Contact your counselor or email  
grace.yin@maplehilledu.com or  
ning.ding@maplehilledu.com

**BASIC NAVIGATION OF MICROSOFT TEAMS**



SIDE TAB	USE
 <b>Activity</b>	Provides a feed of activity notifications related to all your school and class teams (announcements, assignments, when someone messages you directly/mentions you in a conversation/reacts to a post you made)
 <b>Chat</b>	Use the search bar on the top to locate your instructors, admin staff or your classmates who you would like to message. The search bar can also be used to retrieve messages and files.



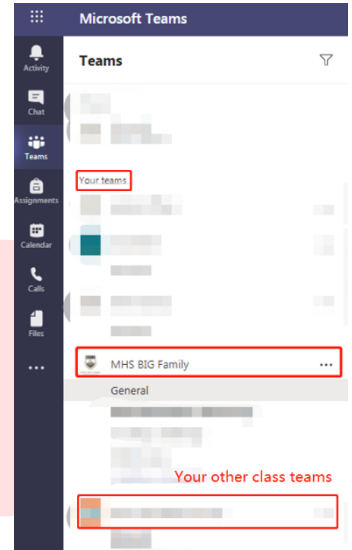
List of your school and class teams that you belong to.

- By default, under Your teams, every student should have access to:
  - “MHS BIG Family” team: For access to important school announcements
  - Teams for the classes you are taking (ex. Calculus 12, Chemistry 12)

**TROUBLESHOOTING:**

If you don't see the appropriate class teams, please contact

- **Grace Yin**
  - WeChat: yinxiaoshuang0216, Email: [grace.yin@maplehill.edu.com](mailto:grace.yin@maplehill.edu)
- **Michael Ding**
  - WeChat: bora718, Email: [ding.ning@maplehill.edu.com](mailto:ding.ning@maplehill.edu)



• When you click on a class team you will see tabs on the top of the screen:



- **“General” Channel “:**  
This is the main area you where you interact with your teachers and classmates. You may also see additional channels under your class team if your instructors choose to create them to organize groups or topics.
- **Posts:**  
This is your main discussion area with your teachers and classmates.
- **Files:**  
Contains all of your files shared by your instructors and classmates, including a “Class Material” folder (read-only) with resources your instructors can add.
- **Class Notebook:**  
Use this to take private notes or collaboration activities with classmates.
- **Assignments:**  
This is where you can view and submit your school work. Some of your instructors may post grades and feedback for your school work here, however you should always use MyEdBC to view your official for official and complete information.
- **Grades:**  
While some of your instructors may choose to post your school work grades and comments in this area here, you should always use MyEdBC to view the official and comprehensive grades.



Assignments

List details of your homework and quizzes that have been assigned to you for ALL your classes.



Files

Lists all the documents that you own have been shared with you.