

## Getting Set Up to Meet with 2 VandenBos Whitby Air Cadets on Microsoft Teams

Greetings Cadets (and copied Parents/Guardians)!

We've got some great news for you. We've chosen a new virtual learning platform upon which we can meet and learn together: Microsoft Teams (MS Teams). Our first meeting using this new virtual meeting platform will be tomorrow evening's Training Night: we'll first meet all together 'in the gymnasium' by 1845 (6:45 PM) to hear some announcements and be given some instructions, and then we'll be sorted out/split up into our respective Levels and Groups.

Getting you set up in MS Teams is super quick and easy shouldn't require you to download anything to your device in order to use it. The exception to this rule is for Cadets who attended a Virtual CTC this past Summer – should you fit this description, please instead read the email I sent to you this afternoon (either search through your spam folder or log in to the Squadron website and go to your 'My Messages' Cadet email box [just below the activity calendar on the 'My Squadron' page] should you not find it in your personal email inbox).

Here are the steps you need to follow. Please have the email OCdt Jefferson recently sent you with your login credentials handy while you're completing this process. Again, check your spam folder and/or your Cadet email box should you not find that in your personal (external) email inbox. Should you run in to any issues, please don't hesitate to email [helpdesk@2vandenbos.org](mailto:helpdesk@2vandenbos.org). My best advice to you would be to not delay: follow these steps at your earliest convenience and do NOT wait until tomorrow evening to begin this process. It's not difficult – it'll just take some time to complete.

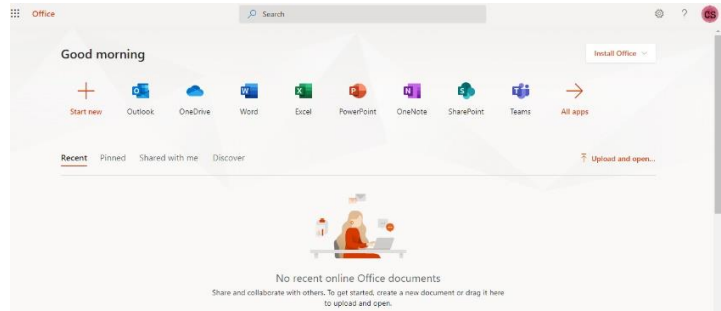
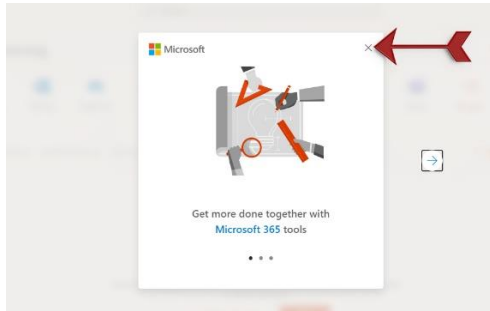
How to set up your access to our Cadet Microsoft Teams virtual meeting platform:

1. Go to <http://teams.microsoft.com/> on your web browser
2. Enter email provided to you by OCdt Jefferson via email (e.g., [SchmidtN@2vandenbos.onmicrosoft.com](mailto:SchmidtN@2vandenbos.onmicrosoft.com) is mine).
3. Click 'Next'

The image displays two side-by-side screenshots of the Microsoft Teams sign-in interface. The left screenshot shows the 'Sign in' page with the Microsoft logo at the top left. Below the logo, the text 'Sign in' is displayed. Underneath, the email address 'SchmidtN@2vandenbos.onmicrosoft.com' is entered into a text field. Below the text field, there are two links: 'Can't access your account?' and 'Sign in with a security key (?)'. At the bottom of the page, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted in blue. The right screenshot shows the 'Enter password' page with the Microsoft logo at the top left. Below the logo, the text 'Enter password' is displayed. Above the password field, the email address 'SchmidtN@2vandenbos.onmicrosoft.com' is shown with a back arrow. Below the password field, there is a link 'Forgot my password'. At the bottom right of the page, there is a blue 'Sign in' button.

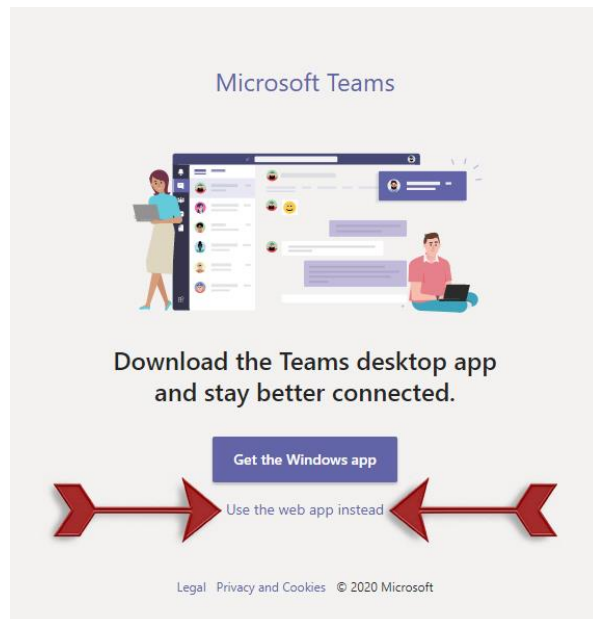
4. Enter the temporary password provided to you by OCdt Jefferson via email.
5. Click 'Sign in'.
6. Update your password to something you'll remember (take note so you'll remember it!); it must be at least 8 characters long plus include 3 of the 4 following elements:
  - a. upper case letters
  - b. lower case letters
  - c. numbers
  - d. symbols

7. Close the MS Teams marketing/tips pop-over window by clicking the 'X' at the top right of its window.



8. Note your initials within the circle up top (1<sup>st</sup> initial = your rank, 2<sup>nd</sup> initial = your surname) so my circle contains 'CS' for CI Schmidt.

9. Click on Teams icon



10. Choose (click on) 'Use the web app instead'

You're all set! Once you're in MS Teams, you will notice that your personal Training Level and Group should be visible to you, as well as a meeting in the calendar for tomorrow (16 September 2020) beginning at 1845. You should join that meeting promptly once it starts. You'll be listening to announcements and receiving general instructions at the beginning 'in the gym' before being sent out to your specific classrooms (MS Teams channels by Level and Group).

Note: You will only be able to see the General channel (the 'gymnasium') and your class channel (your Level and Group) to which you belong. Eventually, more channels (activities, like Band, etc.) may be added to your 'landing' screen.

Should you have any issues with working through this, please email [helpdesk@2vandenbos.org](mailto:helpdesk@2vandenbos.org).

Looking forward to seeing you tomorrow night!

CI Schmidt