

## Work Around Instructions for Cadets who attended a Virtual CTC this Summer

Greetings Cadets!

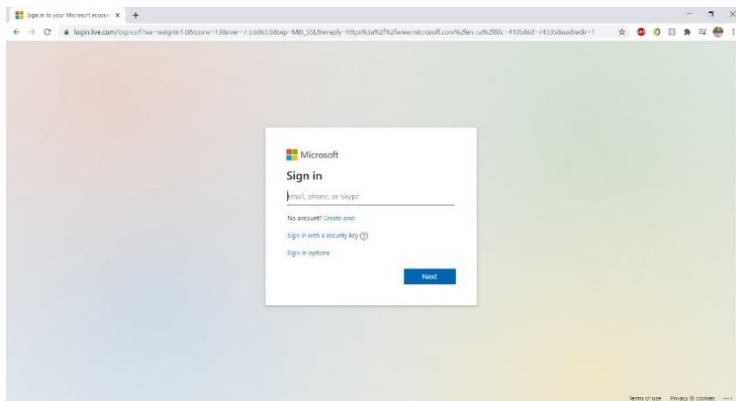
As you attended a Virtual CTC this Summer and used Microsoft Teams (MS Teams) with the Government of Canada login setup, you will experience an error when trying to log in to MS Teams by simply using the website app (going to <http://teams.microsoft.com/> and trying to sign in).

Instead, you'll need to take a bit more time and use the desktop version of MS Teams, which will require you to download some bits prior to attending tomorrow night's meeting (the 1<sup>st</sup> one using MS Teams).

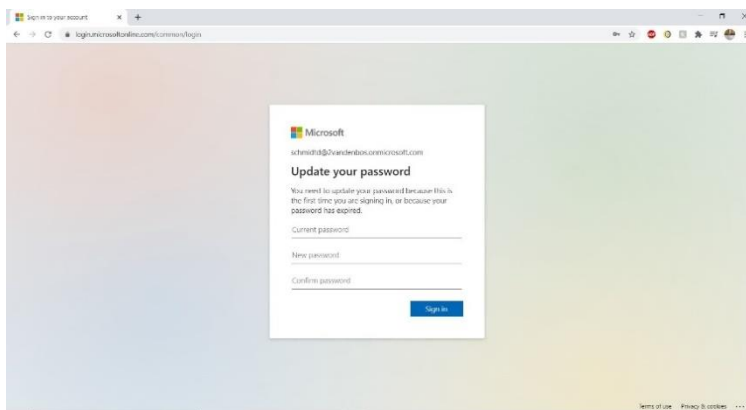
I've documented the required steps below. Should you run in to any issues, please don't hesitate to email [helpdesk@2vandenbos.org](mailto:helpdesk@2vandenbos.org). My best advice to you would be to not delay: follow these steps at your earliest convenience and do NOT wait until tomorrow evening to begin this process. It's not difficult – it'll just take some time to complete.

### How to set up your new Microsoft account:

1. Go to Microsoft.com on your web browser
2. Sign in (top right corner)
3. Enter email provided to you (e.g., [SchmidtN@2vandenbos.onmicrosoft.com](mailto:SchmidtN@2vandenbos.onmicrosoft.com) is mine) by OCdt Jefferson via email.
4. Click 'Next'



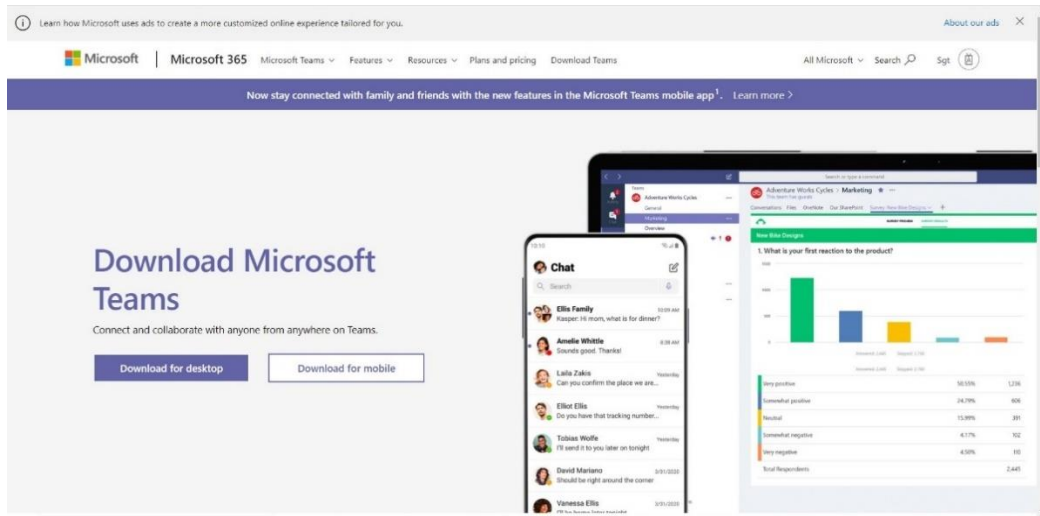
5. Enter the temporary password provided to you by OCdt Jefferson via email.



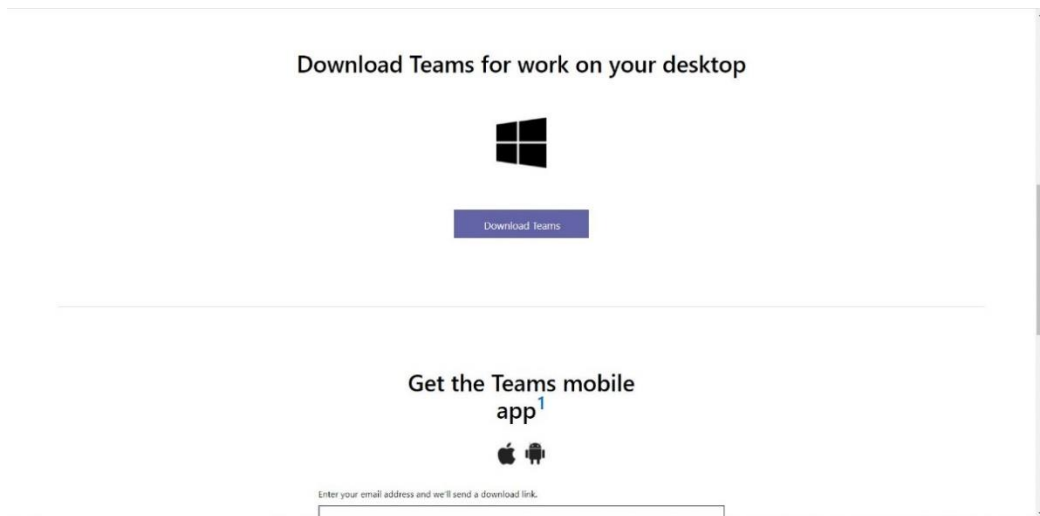
6. Update your password to something you'll remember (take note so you'll remember it!); it must be at least 8 characters long plus include 3 of the 4 following elements:
  - a. upper case letters
  - b. lower case letters
  - c. numbers
  - d. symbols

## How to set-up/install/download the desktop version of Microsoft Teams

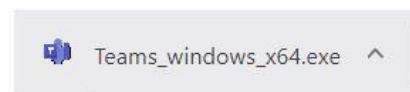
1. Go to this website using your web browser: <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>
2. Click 'Download for Desktop'.



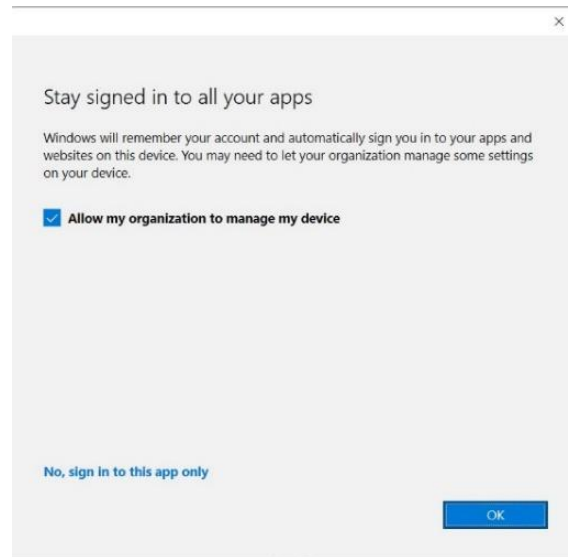
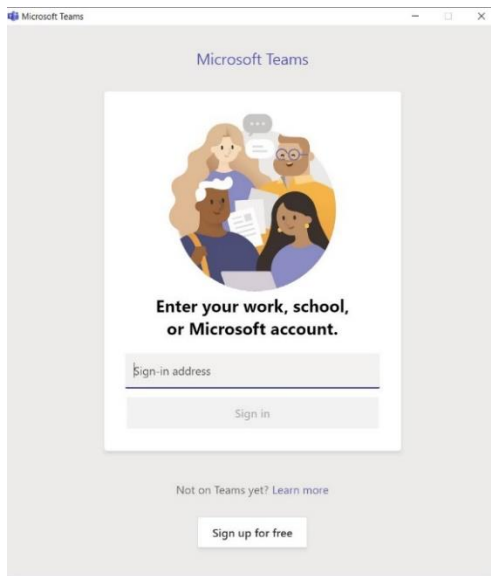
3. Click 'Download Teams' (for your desktop or laptop, etc.).



4. Click 'Keep' (button, bottom left) to download the required file should your computer warn you that it's dangerous to download an executable file.
5. Open the executable (.exe) file to install it (this will take a moment).



6. Sign in with your provided sign-in address (e.g., [SchmidtN@2vandenbos.onmicrosoft.com](mailto:SchmidtN@2vandenbos.onmicrosoft.com) is mine) and click 'Sign in'.
7. Enter in the password that you created for yourself (see step #6 in 'how to set up your new Microsoft account, above')



8. Choose 'Allow my organization to manage my device' (should you prefer to stay signed in to all of your apps) and click 'OK'
9. You may generate an error message at this point, but once you click 'Done', you should be able to enter and interact despite the error message. Just ignore the message.

You should not need any authenticator app installed or double-authentication needed like you did in the Summer.

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).

You can determine which group you're in by looking at the activity calendar on the Squadron website (note: Groups 1 and 2 as noted on the Squadron website will hereafter be noted as Groups A and B, respectively, within MS Teams; we'll have 2B [Level 2 Group 2] and 3A (Level 3 Group 1), etc.). 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.

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