Dear Grade 3 Parents,

There are many teachers in our school division that use Microsoft Teams in the older grades as a way of connecting with students. Our classes have not yet explored how to use Teams at school, but we are considering using it as a way of communicating with students during this time of online teaching. Teams has an option to do video conferencing that is more secure than other platforms that are currently being used. For your child to be able to use Teams we need them to have parental permission and they would need to change their password for Microsoft 365. This would mean that their normal “bluetruck” password that they have been using to get into their email would be personalized.

How Your Child Can Change Their School Office 365 Password:

1. Log into Office 365 through the Office 365 link from the Dr. Probe website (gpro.lethsd.ab.ca). Office 365 is where they can access their OneDrive, Outlook student email, Teams, Word and PowerPoint programs.

2. Then click on the top right icon (it will probably have their initial in it). From there, click on “my account”.


4. Their old password is bluetruck.

5. Please remember to email the new password to their teacher. Thank you.
To give parental permission you just need to send an email letting us know that you agree to your child using Teams. If you do not wish for your child to use Teams right now, please let us know.

You can access Teams once you are in your email.

1. Go to the “waffle” up in the top left-hand side of the screen.

2. Click on Teams

Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway

3. There will be a screen that comes up with a variety of Teams that already exist for your child. We will be using the “Homeroom” one for classroom contact.

Note:

Teams is also a platform that can be used for students to connect with each other in the chat area. We would like to remind students that this is a public space, so their teachers and the school division have access to conversations here. It is important that this space is used responsibly and appropriately.

If you have any questions, please don’t hesitate to contact us.

Thank you,

Mrs. Day, Mrs. Dixon, Mrs. Reddekopp and Mrs. Howg