



How to access Microsoft Teams

1. Click on GO PSC!
<https://www.parkdalesc.vic.edu.au/go>

1. Select the Microsoft Teams link on the top row

The screenshot shows the Parkdale Secondary College website with a grid of service links. A blue arrow points to the 'Teams (PSC email)' link. The links include:

- Compass (T0/Student/Parent code)
- Log a ticket using PSC email
- Office 365 (PSC email)
- Teams (PSC email)
- Software and IT Resources (PSC email)
- Vivi
- Library (T0/Student code)
- Web Print (Only at School)
- Mobility Print (Only at School)
- Clickview (PSC email)
- PSC Careers website
- NAPLAN locked down browser
- Sound Check
- My wellbeing
- Excel Online
- Word Online
- Email
- Forms
- FlipGrid
- OneDrive

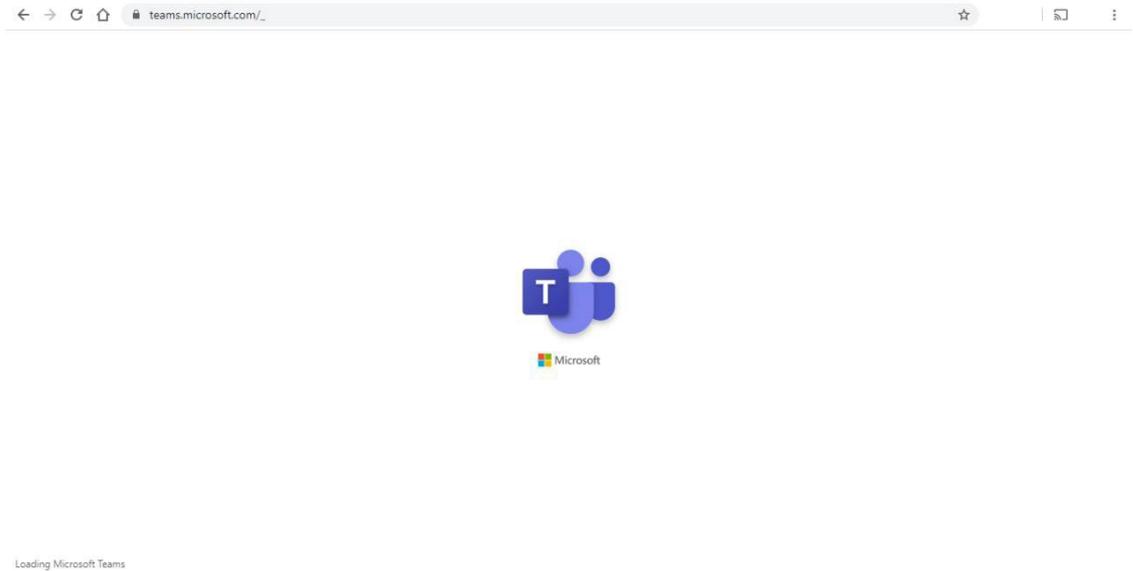
2. Type in your Parkdale email address (studentcode@parkdalesc.vic.edu.au) and Compass password.

The first screenshot shows the Microsoft sign-in page with the email address BAY0001@parkdalesc.vic.edu.au entered. The second screenshot shows the 'Enter password' page with a password field and a 'Sign in' button.

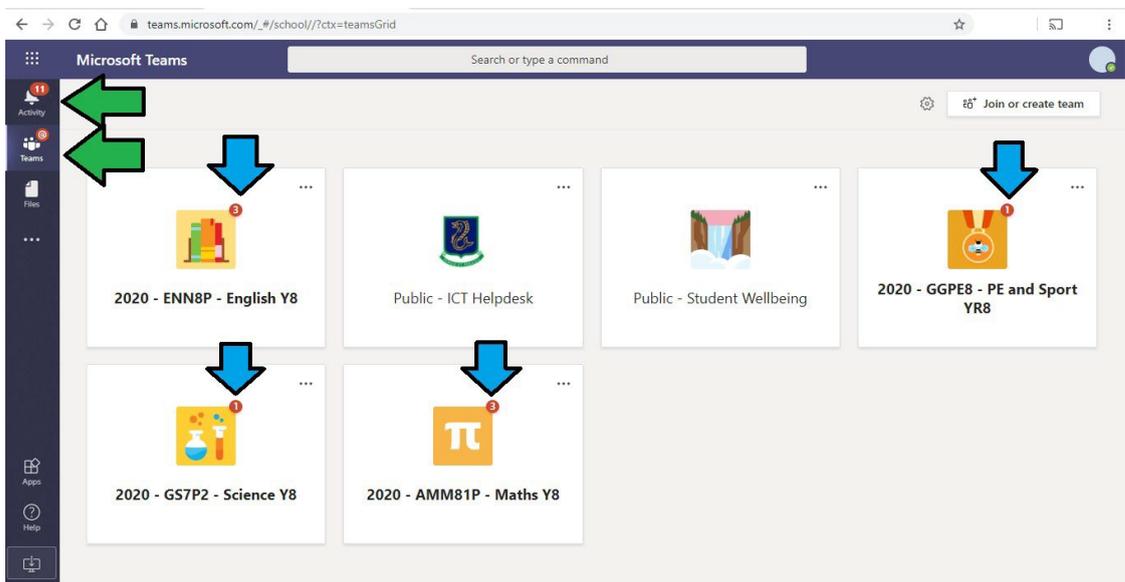
2. If you are prompted to setup your secret questions and a 2nd email address, please do so. This allows you to reset your password without having to come to IT



3. Teams will load



4. You will then be presented with the following screen. Each tile (Team) represents your classes on Compass. The arrows are pointing to indications of activity in those classes



5. It is recommended that you download the desktop version for your computer. Mac users can find it at the app store by searching for Microsoft teams, and Windows users can find it below:

<https://products.office.com/en-us/microsoft-teams/download-app>

Once installed log in the same way and enable notifications so you don't miss any important information from your teachers and school