

## What are online classes?

An online class is like a face-to-face class, but everything is done through online tools. You may already be familiar with some of the tools like D2L and email. If you've never taken an online class before, or need some help using D2L tools and features, check out these resources:

- BVC Technology Support: <https://bowvalleycollege.ca/student-resources/technology-services>
- D2L Brightspace orientation video: <https://youtu.be/scfq9AUSNwM>
- D2L Brightspace resources: <https://bowvalleycollege.ca/student-resources/technology-services/d2l-brightspace>

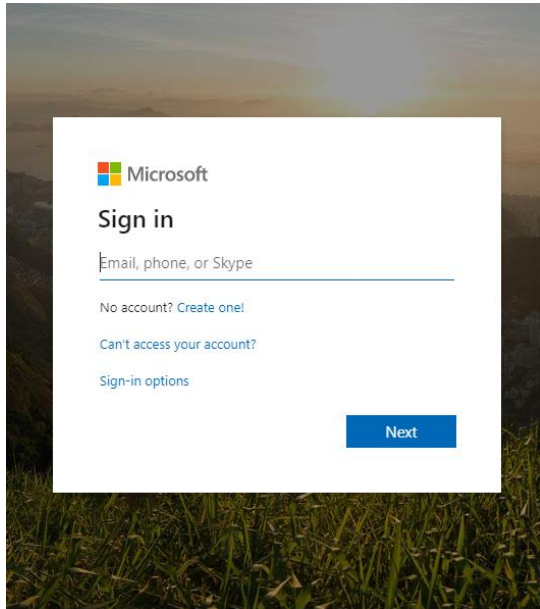
## What is Microsoft Teams?

In addition to D2L, your class may also be using some new tools like Microsoft Teams to help you learn. Your instructor may use Teams to hold an online class – so you can see and hear the instructor and ask questions, just like in a regular face-to-face class. You may also use Teams to chat with your classmates and work on projects – you can chat and share ideas just like you would if you were meeting in the cafeteria or library.

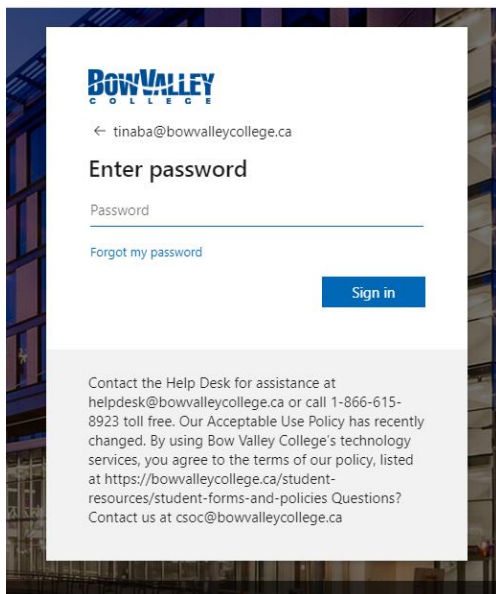
## Getting started with Microsoft Teams

1) Go to <https://teams.microsoft.com>

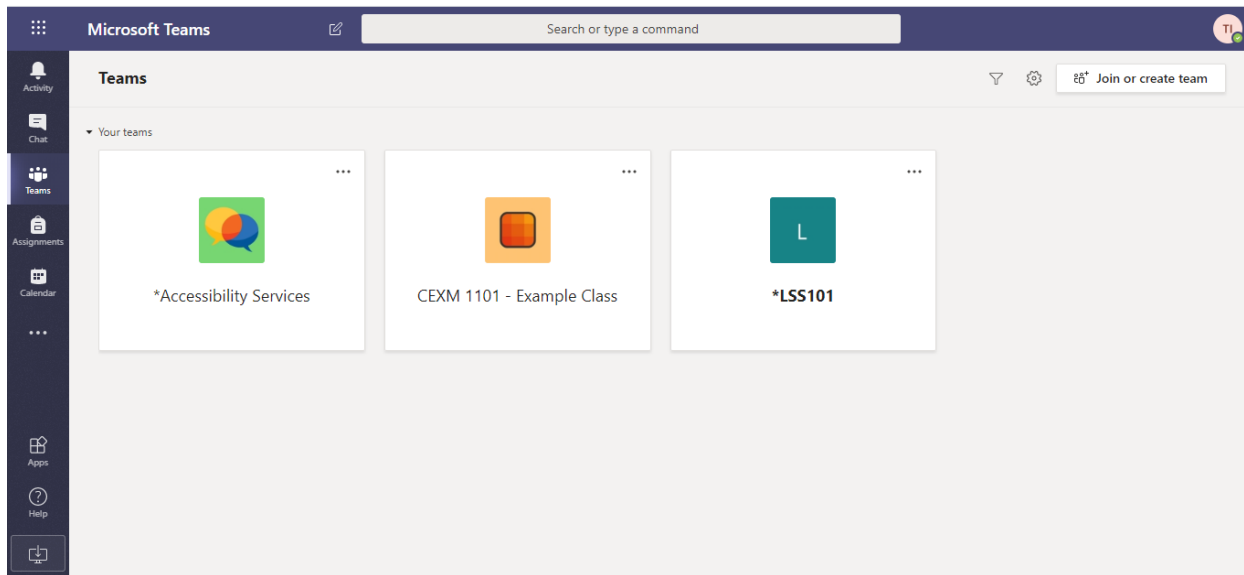
2) Type in your full myBVC email (eg: j.student123@mybvc.ca). Press the Next button to continue.



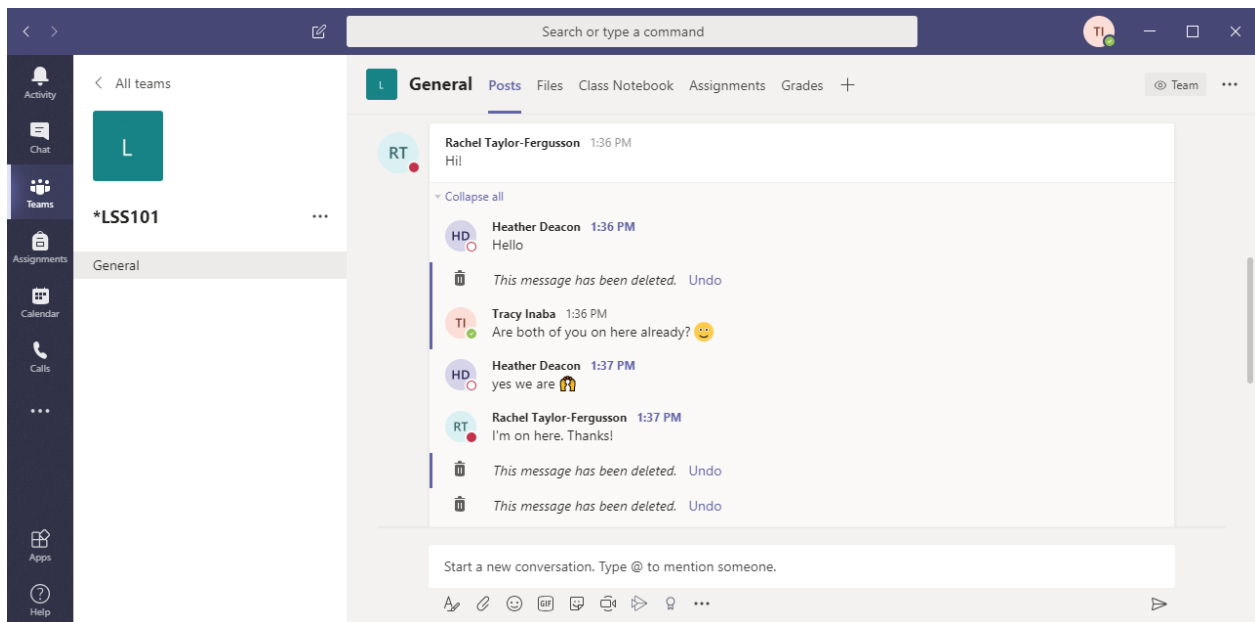
3) On the next screen, type in your password (the same password you use for D2L and myBVC email) and press the Sign In button to continue.



4) The Microsoft Teams website will load.



5) In the center of your screen you should see a number of squares with pictures and the names of your classes. These are your online classrooms. Select one of the squares to open your class.

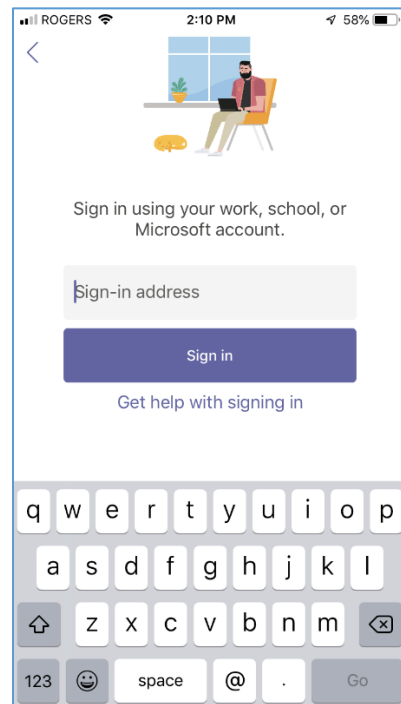
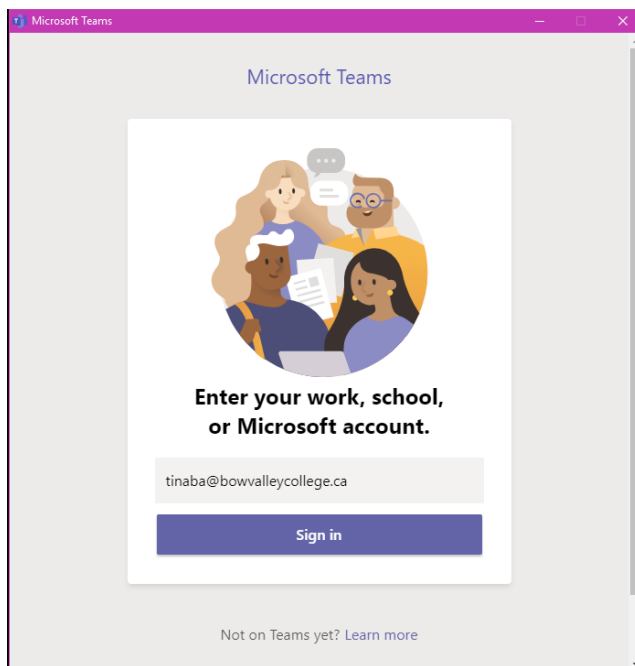


## Download Teams to your device

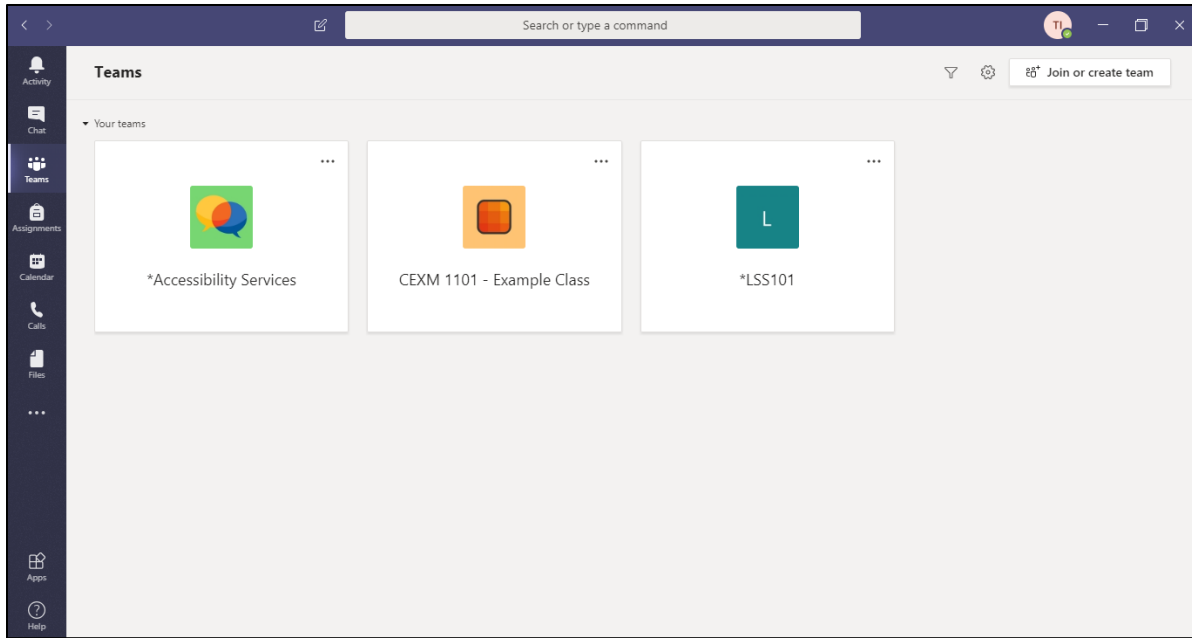
You can use Microsoft Teams on the web, but you may have some trouble with some of the tools and features. It is easier to use Teams if you download it directly to your computer, tablet, or phone.

To download and install Microsoft Teams:

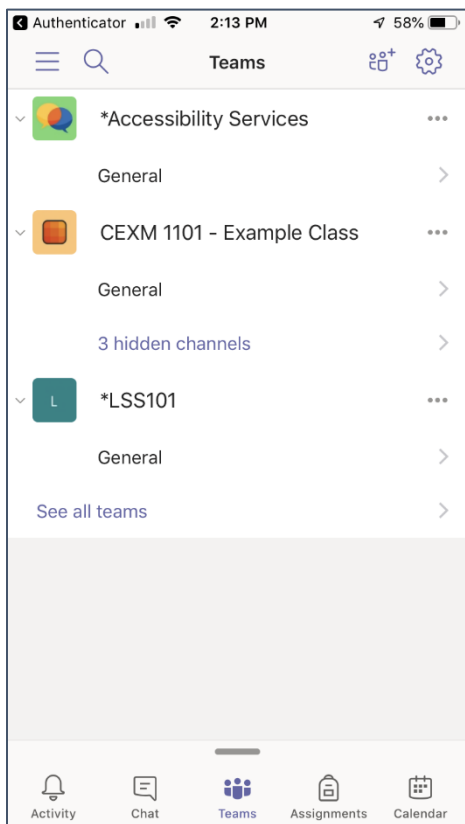
- 1) Go to: <https://teams.microsoft.com/downloads>
- 2) Follow the install instructions
- 3) The first time you start Microsoft Teams, you will need to sign in. Type in your full myBVC email address (eg: [j.smith123@mybvc.ca](mailto:j.smith123@mybvc.ca)) and your myBVC password (the same password you use for D2L)



- 4) You can now use Teams on your device. Depending on whether you're using it on a computer or mobile device, things may look a little different. The easiest way to learn how to use Teams is to start using it. Click on one of your classes and get started!



Microsoft Teams on a Windows computer



Microsoft Teams on an iPhone