



Dear Parents,

I have finished setting up our class MS Teams page and ready to have you access your child's own Teams page to view his/her personal photos and documents.

MS Teams is a platform used by Burnaby teachers to communicate class information and student learning to families. Please note it is up to each classroom teacher to choose whether or not to use MS Teams.

Parent Access

There is an added layer of security requiring the use of confidential login information which I will email individual families. Please read the attached list of step-by-step instructions. The process may look daunting at first, but with practice, login will be easy. I will also send home a hard copy of the instructions tomorrow.

If your login is unsuccessful after a few attempts, please email me asap so I can look into the problem. Please let me know if you need me to provide a demonstration after school.

Sincerely,
Mrs. Hon