



DR. GERALD PROBE ELEMENTARY SCHOOL

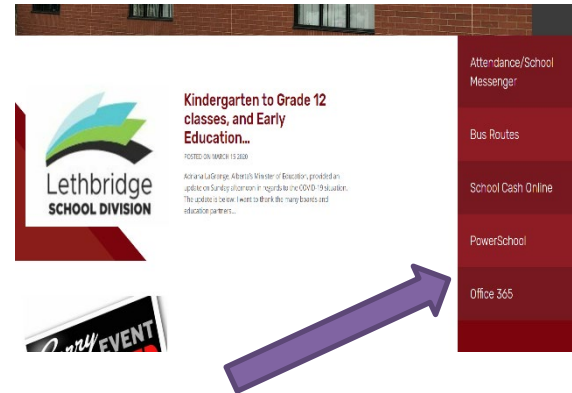
120 ROCKY MOUNTAIN BLVD W. LETHBRIDGE, AB T1K 7J2
PHONE: 403.381.3103 • FAX: 403.381.3262 • GPRO@LETHSD.AB.CA

Dear Parents,

We will be using Microsoft Teams to do our Parent-Teacher Conferences this year. I know that some families are more familiar with this than others, so we wanted to send out instructions on how to access your child's account.

How You Can Access Teams:

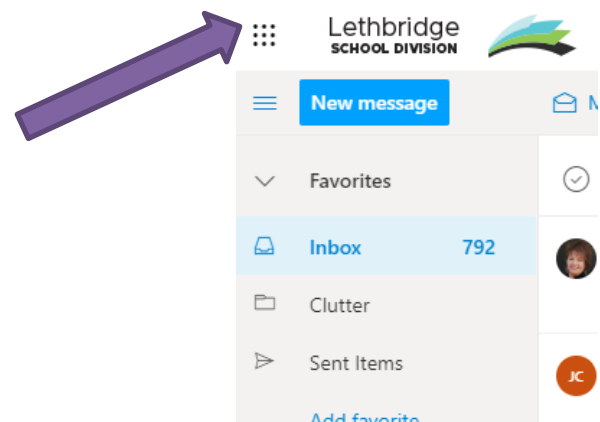
1. Log into Office 365 through the Office 365 link from the Dr. Probe website (gpro.lethsd.ab.ca). Office 365 is where they can access their OneDrive, Outlook student email, Teams, Word and PowerPoint programs.



2. If you haven't ever logged into your child's email address, you will get a window here that asks you to enter your child's email address and password. Their email is firstname.lastname__@lethsd.ab.ca. The number that goes in the blank space will be '28' for Grade 5 students, '29' for grade 4s, '30' for grade 3s, '31' for grade 2 students, '32' for grade 1s and '33' for Kindergarten. Their password has been reset by the School Division to their Alberta Student Number (ASN) and this information was sent out to you in an email directly from the Division at the end of August.

You can access Teams once you are in your email.

3. Go to the "waffle" up in the top left-hand side of the screen.

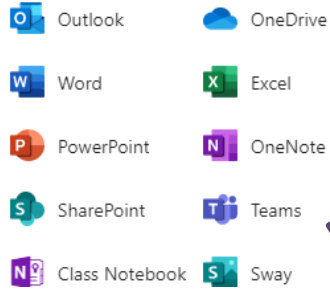


4. Click on Teams



[Office 365](#) →

Apps



5. Once you are logged into Teams, wait for the teacher to call you. Just click on the picture, not the red phone button. This will hang up the call.

Please feel free to contact the office if you have any additional questions.

Thanks for your continued support,