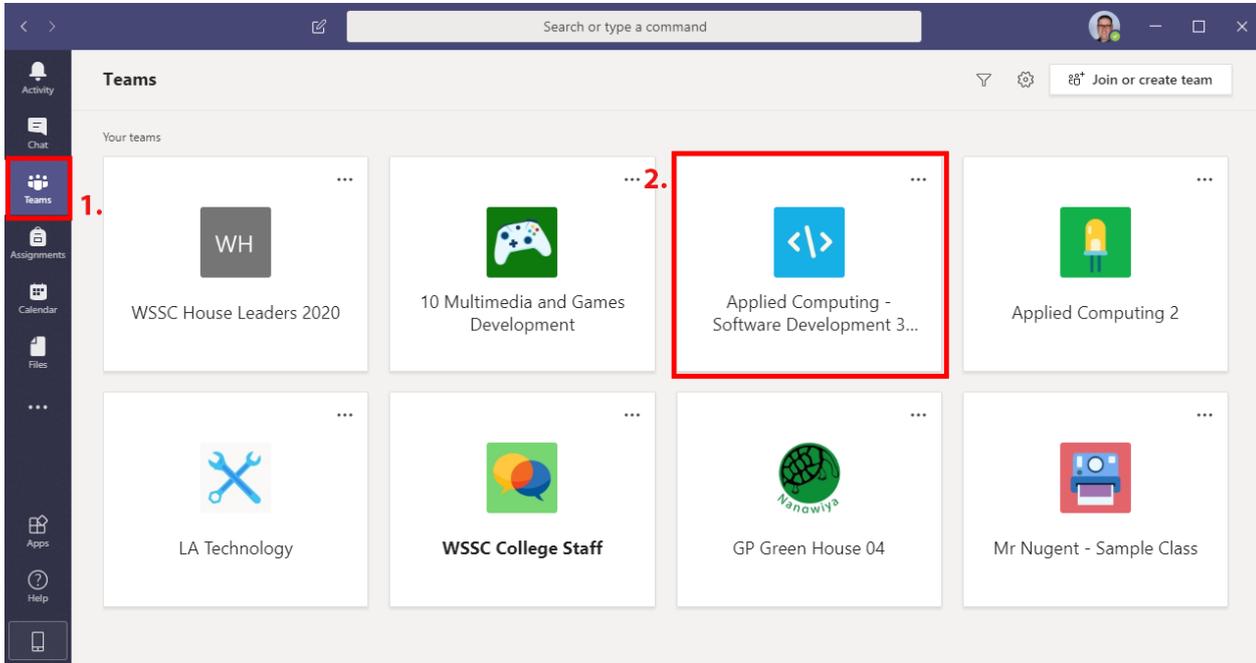


Introduction

Please find below the instructions on how you will use **Microsoft Teams** to access your online classroom.

Locating Your Class Team

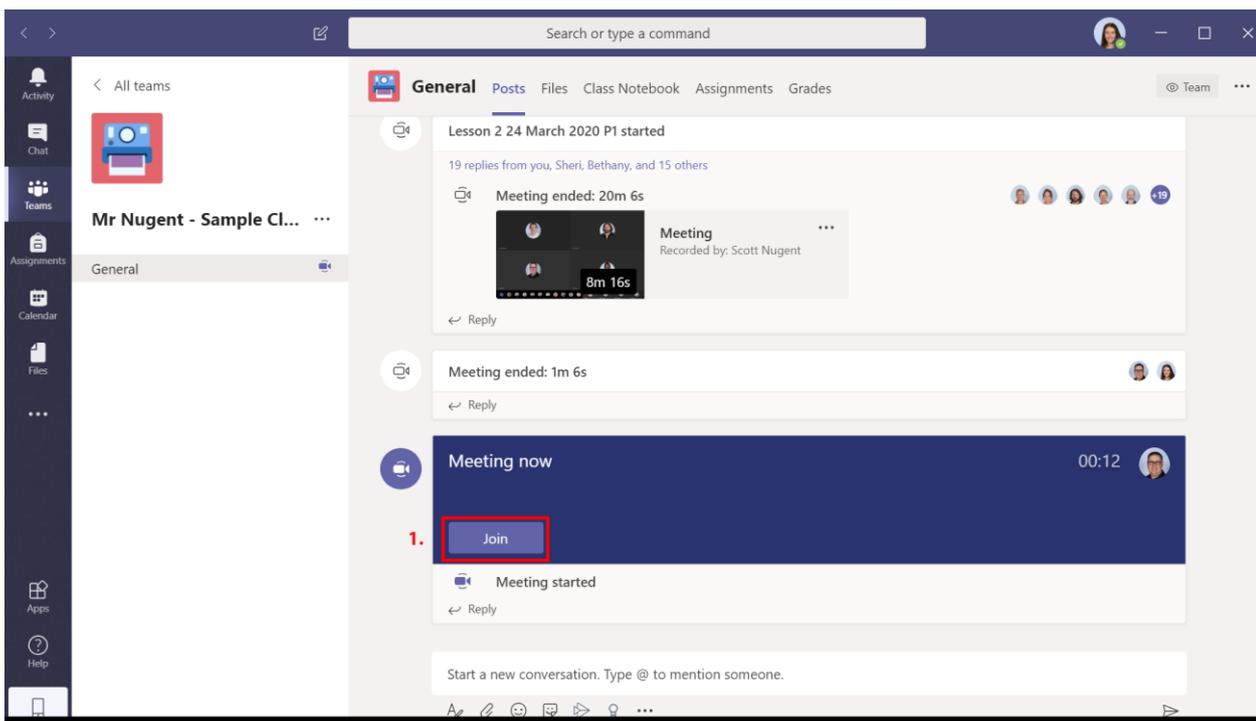
1. Click on **Teams** Icon twice to ensure all teams are visible
2. Click on **Class Team Tile** for your class.



Joining a class meeting

Once a class meeting has started it will display in the Channel feed for you to join. You will see the video icon next to the Channel name to show that there is currently a meeting running.

1. Click **Join** button



Join Now Steps

1. Turn your video **off**
2. Turn your microphone **off**
3. Click **Join now** button

