

## Steps to Access and Navigate Teams:

1. Log in to Office 365 (link under “Students” on the school website menu).
  - a. Use your username and password that has been provided to you.
  
2. Under the list of Apps, click “Teams” (If a list doesn’t come up, click the waffle-looking square at the top left).
  - a. You can use Teams in the browser (Chrome generally works the best) OR you can use the downloaded app.  
  
\*Using the app does make it a lot smoother. You can get notifications on your computer and it also is a better setup for live video calls through Teams.
  
3. When on Teams, on the left-hand side, you have options to interact for any team you are added to.
  - a. **Activity**- is the notification center that lists any activity within all your Teams
  - b. **Chat**- you can send individual messages to your teacher or classmates in any Team
  - c. **Teams**- THIS IS WHAT YOU WILL NEED TO CHECK MOST. This is where all of the Teams you belong to are listed. You then click on the Team you want to enter and can view the class information, files, assignments, etc.
  - d. **Assignments**- Any assignments that have been assigned to you (in all of your classes) are listed on this tab.
  - e. **Calendar**- This will show you any upcoming meetings/calls you have scheduled. So, if your teacher wants to do a video meeting, they will add it to their Team and then you can view all upcoming calls in this section.
  - f. **Calls**- you can video or audio call your teacher or classmates.
  - g. **Files**- any files that your teachers have posted can all be viewed in this tab.
  
4. Once you are in the Teams section and then in a specific class’ Team, you will see tabs along the top that organize the assignments and files that are just for that class.
  
5. When a teacher assigns an Assignment or a Quiz, you can click on it to view the assignment details.

- a. To turn in your assignment, you click “Add Work” and it will give you the option to upload a document from your Office 365 OneDrive or from your computer. Then, once you upload your work, you click the purple, TURN IN button.
  - b. If the assignment is a quiz, it will pull up a form for you to answer questions and submit to your teacher.
  
6. Make sure your child’s mic is **muted** during class unless they need to speak or ask a question.