



Quick Tips Part II

- Always access your school email first thing at students.beleneagles.org Book mark this page, so you can get to it easily. Please **DO NOT** use your personal email address (Gmail, Yahoo, etc) to join your Teams meetings. When you do, it prevents you from being able to interact with your teacher and other students in the way that is necessary to be successful in your class.
- When your teachers created the Team class meetings, you received an invitation to the class meeting. If you did not accept the invitation, the class meeting will not appear on your calendar. Please accept the class meeting invitation.
- Always access your class meetings using **SCHOOLGY**. Your teachers have entered banners with a link embedded that will take you directly to your class meeting. This is the quickest and easiest way to access your classes.
- When you need to email a teacher, or other members of BHS Staff, use the following link to find email addresses <https://www.beleneagles.org/o/bhs/staff>. Or you can create a new message in your *school Microsoft account* and begin typing the recipient's name in the **TO** bar and they will pop up.
- When you are in your classes, please be mindful of the background noise, (TV, radios, barking dogs, etc). This can be distracting for you and all others in your classes. Try to keep your mic on *mute*.
- If you are having trouble with accessing items in Schoology, clear the cache (history) in your Internet browser. Here are links for "how to" directions
 - Google <https://www.technipages.com/google-chrome-clear-cache>
 - Microsoft Edge <https://clear-my-cache.com/en/windows/microsoft-edge.html>
 - Safari <https://oit.colorado.edu/tutorial/clear-web-browser-cache-safari-6>
 - Firefox <https://support.mozilla.org/en-US/kb/how-clear-firefox-cache>