

How To Guide Microsoft Teams

We will be using Microsoft Teams for Office Hours, tutoring, team meetings, and most importantly, live lessons!

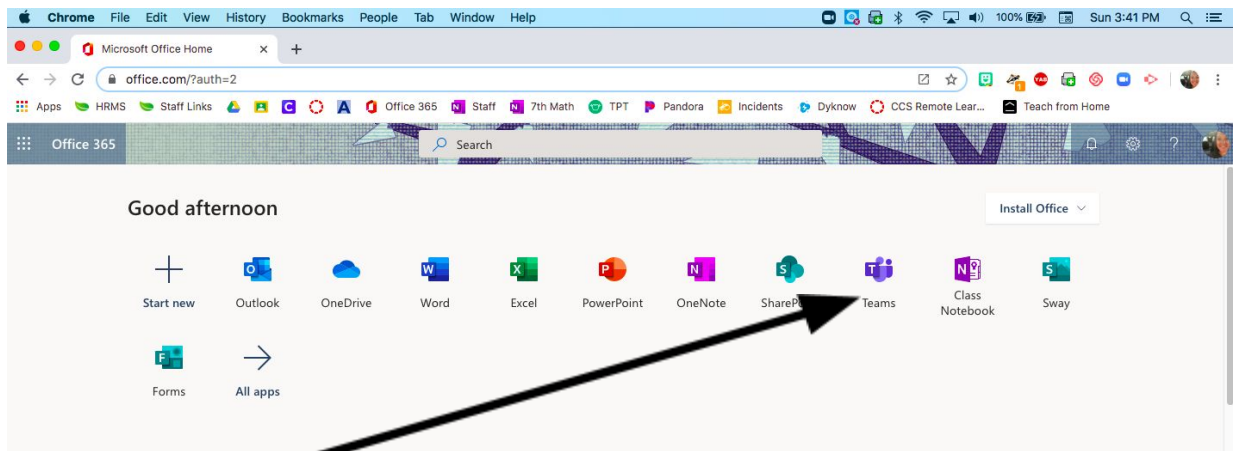
Click the blue link for instructions you need:

[Microsoft Teams](#)

[Office Hours](#)

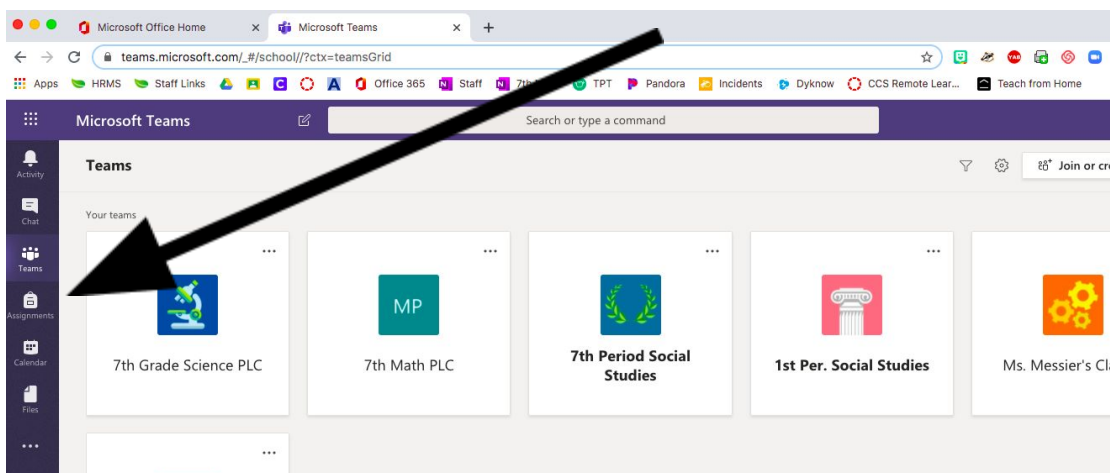
Here is how you get to Microsoft Teams...

1. Go to [office.com](#) which is linked here and sign in with your school username and password.
2. It will come up with this screen...

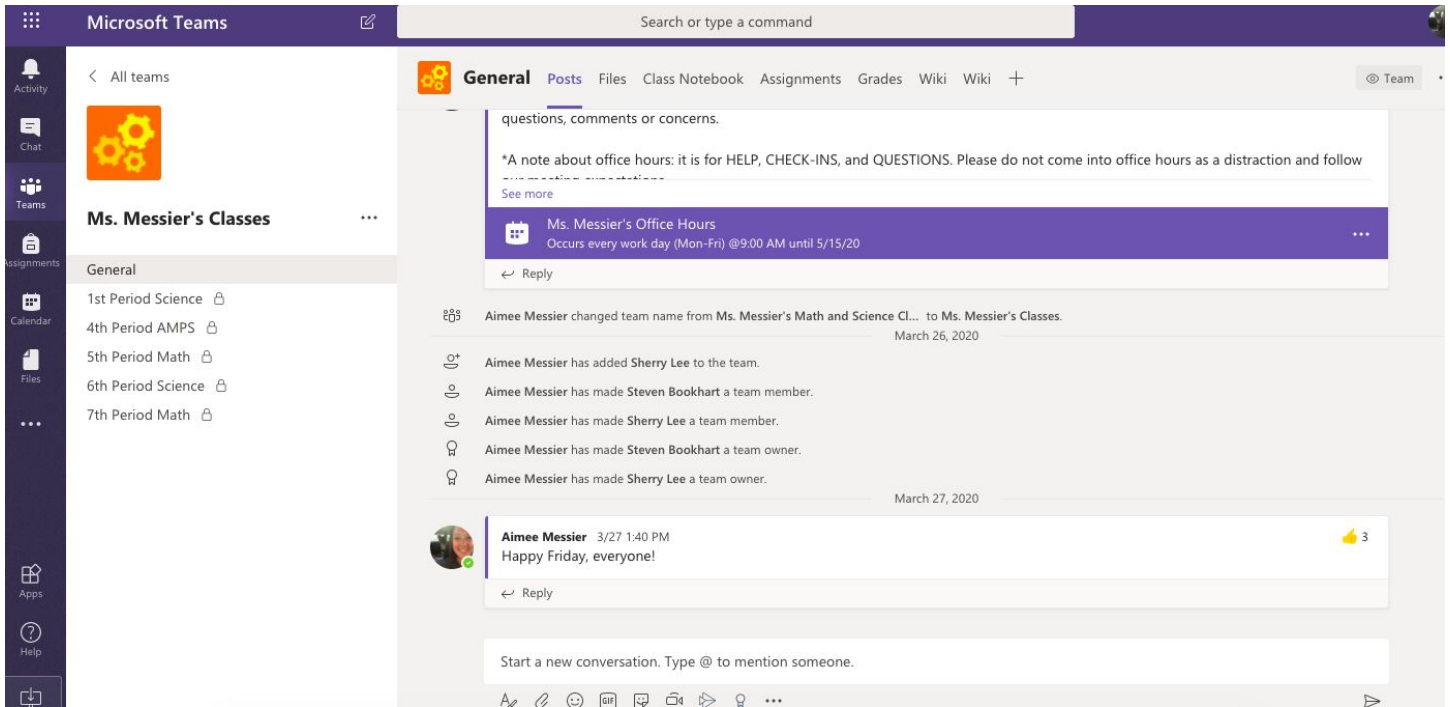


*Click on Teams.

3. Make sure you are looking at all of the Teams you are on by clicking on 'Teams' on the left hand side.

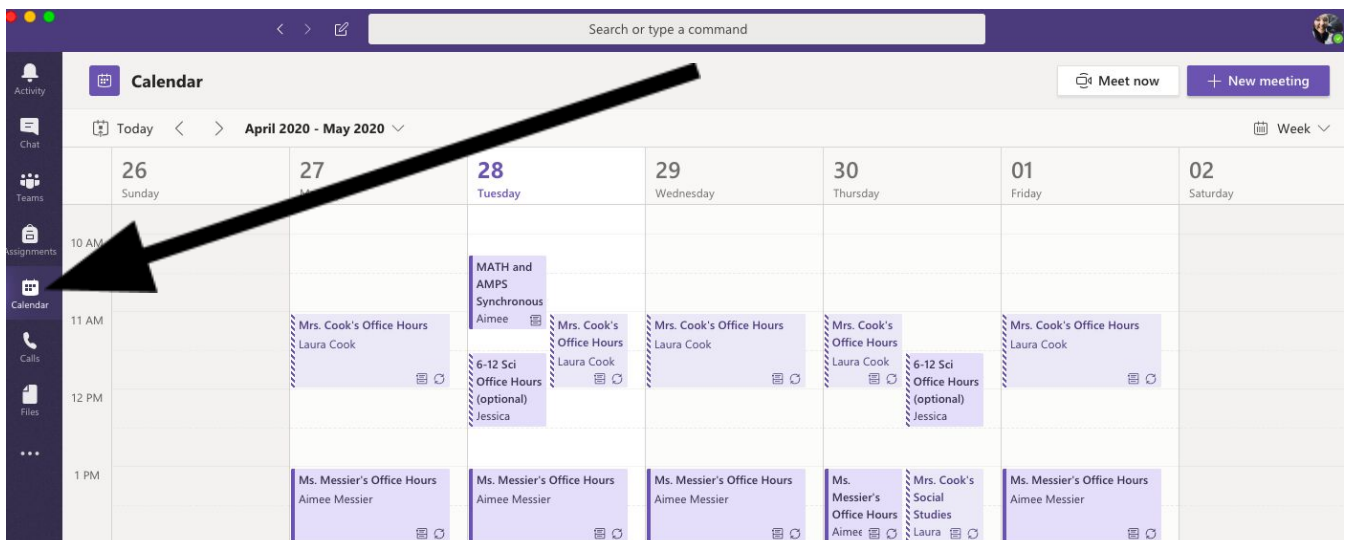


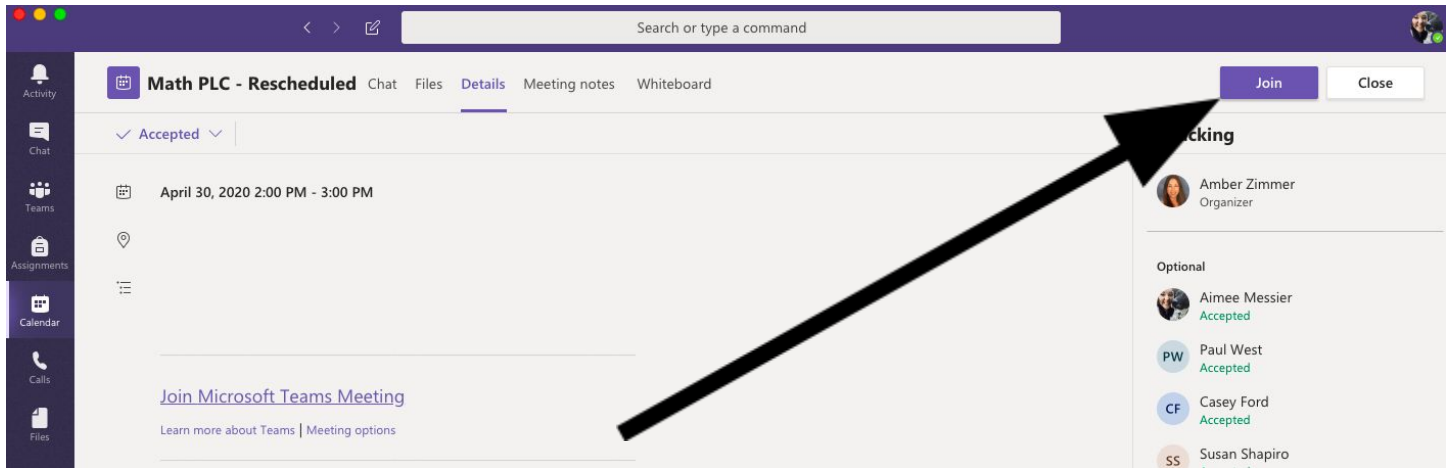
4. Click on the Team you would like to interact with. I am going to click on **Ms. Messier's 1st Period Science Class. This is the GENERAL Channel. All students are in this channel from our class. It is where all meetings will start! Teachers can turn on and off the chat.**



5. There are two ways to get into a Video Chat.

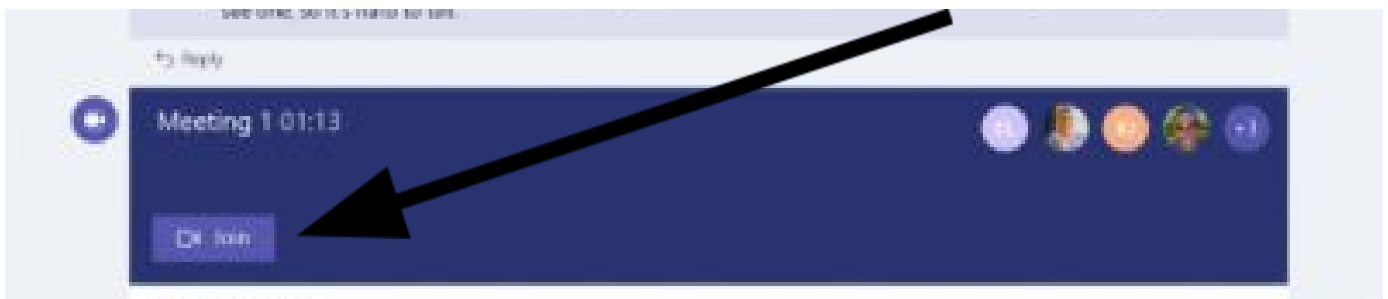
First Way: Click on the “Calendar” on the left hand side. You can see all meetings that are scheduled! Click on the meeting you would like to join. Once you are in the meeting details, you click the Join button in the top right hand corner!





Second Way: When I start a Video Chat, a box will pop up with the option to click “JOIN”. Click this join button! Video chat with me and other students who might have questions for me.

This is just an example picture I found... but it will look the same. See the 'Join' button?



Here is how Office Hours work...

No need to sign up for a time! Simply JOIN when you have questions/concerns! Mrs. Cook and I will post our Office Hours as soon as we have them set. Check for this information on our websites and in Canvas on the homepage!

Reminders:

- Stay ON TASK during office hours and respect the time. Do not distract others. [Follow Live Meeting Expectations.](#)
- If you need one on one time, please schedule outside of our office hours. Send us an email with your available time!!