

# USING MICROSOFT TEAMS

## Joining a Teams Call Scheduled by Your Teacher

1. Go to [myapps.microsoft.com](https://myapps.microsoft.com)

Tips:

-there is no “www” at the beginning of this address.

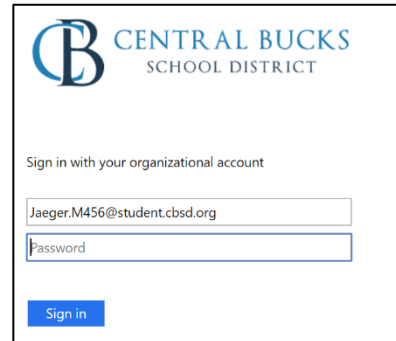
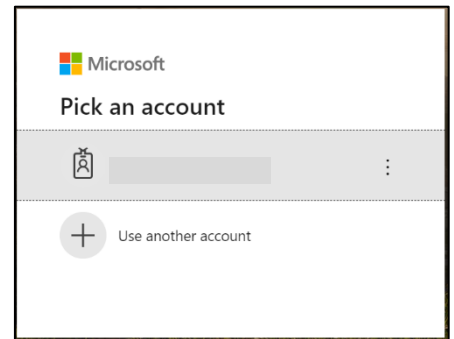
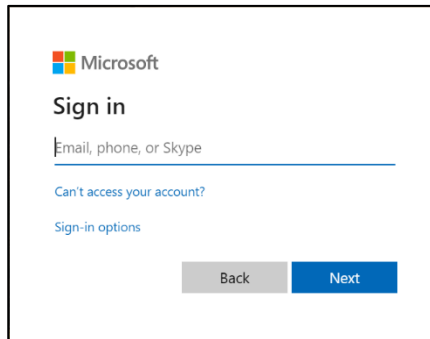
-if you have previously signed in here from another account, you will have to choose, “use another account.”

2. Log in using your **Student EMAIL** address:

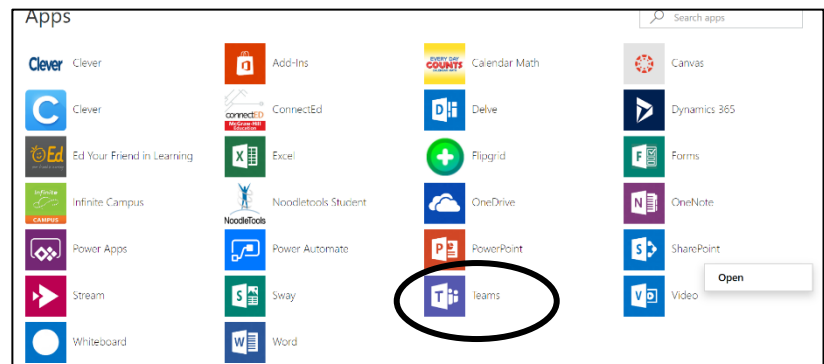
User ID + @student.cbsd.org

3. Press **NEXT**

4. Enter your **Student Password** and click **Sign In**



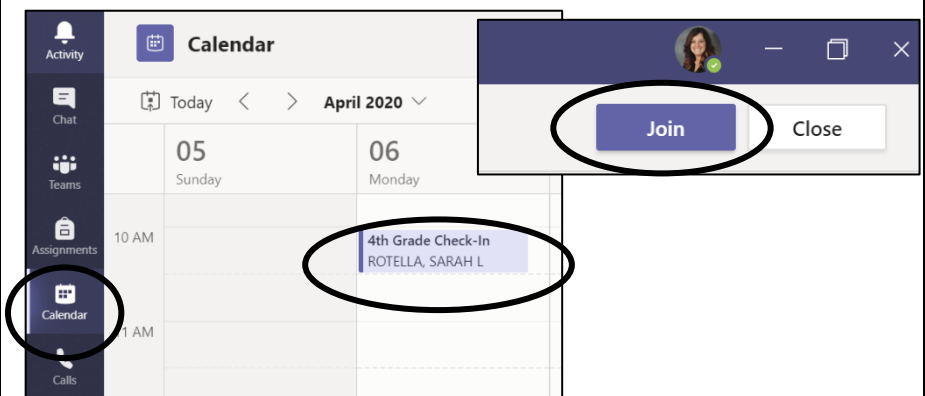
5. Click on **Microsoft Teams**



6. Click **Calendar** on the left toolbar.

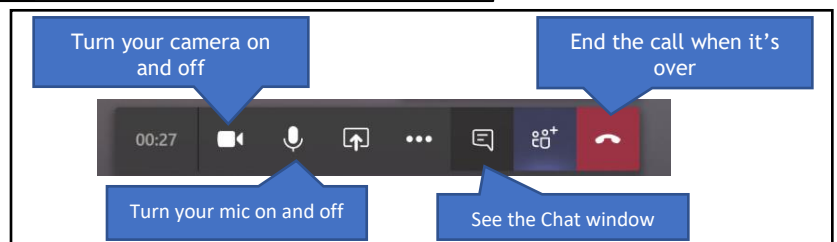
7. Go to the **Date** of the meeting and click on the blue **Meeting Button**.

8. Click **Join** in the top right corner of the Call invitation



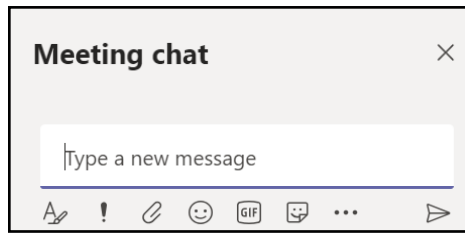
Tip:

Once in the call, wiggle your mouse to reveal the black toolbar.



## Using the Chat Feature in Teams

- You can ask questions during a Teams Call by using the Chat feature.

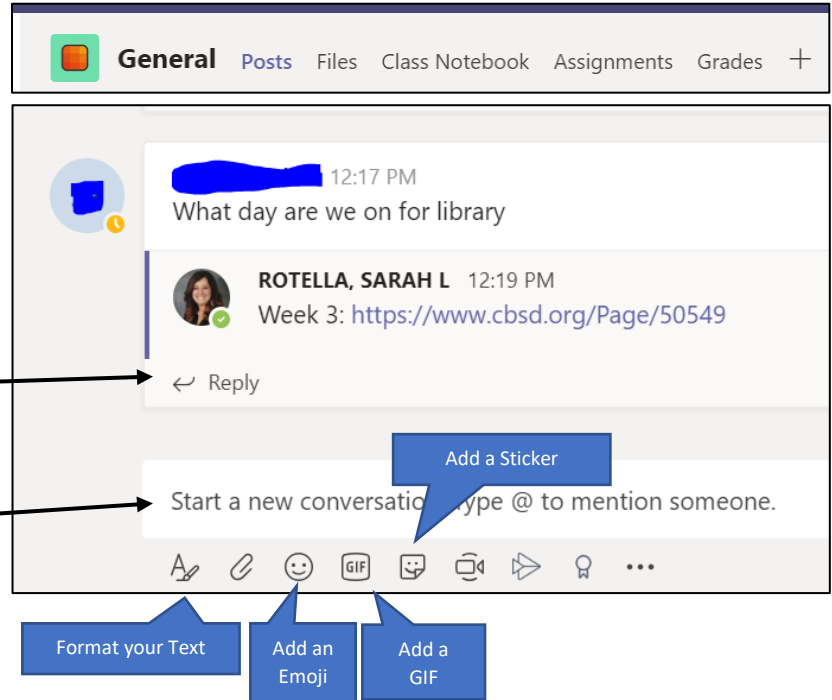


- The Chat feature is also available in both the Homeroom and Math Teams under Posts.

### Tips:

-To respond to a Post about the **SAME** topic click Reply.

-To start a post about a **NEW** topic, start typing in the **Conversation Bar**.



## Student Expectations for Teams Chat and Calls

### Overview Video:

<https://www.wevideo.com/view/1629173941>

- Students are expected to conduct themselves appropriately. Their actions should always reflect our district policies and procedures.
- All students are to adhere to the same standards of behavior online as they would face-to-face. Everything the students post in the chat window can be viewed by our teachers.
- Students are not permitted to take or post images, videos or screenshots of classmates, teachers or class content and post to the web or social media.
- All students are to support and assist efforts to promote acceptance of others. Teasing and hazing will not be tolerated.



MUTE YOUR MICROPHONE WHEN YOU ARE NOT SPEAKING



MAKE SURE YOUR SOUND IS ON



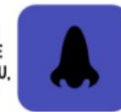
MAKE SURE YOUR MIC IS NOT MUFFLED, AND THAT YOU SPEAK CONFIDENTLY & CLEAR



USE THE CHAT FEATURE TO ASK QUESTIONS, NOT TO CHAT OR SPAM THE MEETING



CHECK YOUR VIDEO BACKGROUND, HAVE A WALL BEHIND YOU, BLUR BACKGROUND



CHECK YOUR VIDEO ANGLE, WE WANT TO SEE YOUR FACE, NOT YOUR CHEEK OR UP YOUR NOSE



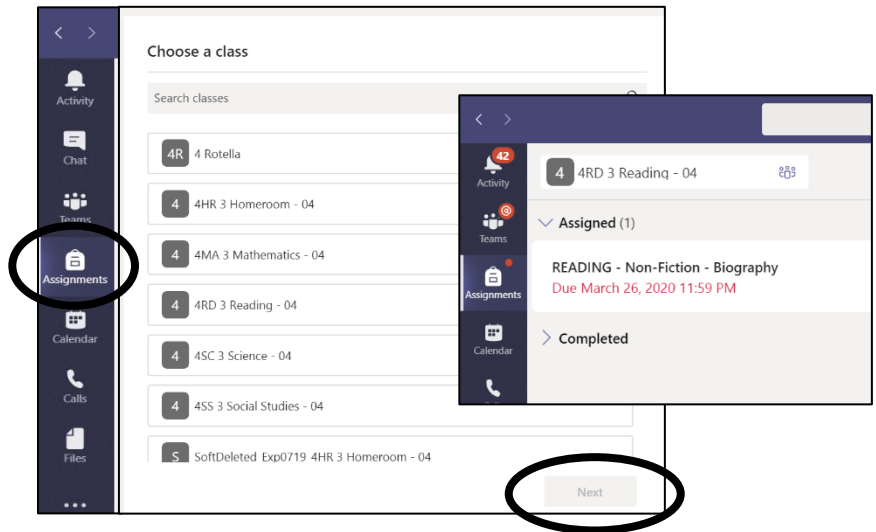
BE CONSIDERATE WITH YOUR WORDS



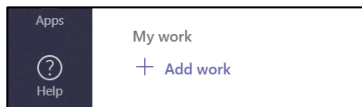
CHECK YOUR LIGHTING, NO LIGHT BEHIND YOU (LIKE A WINDOW)

# Accessing Assignments in Teams

1. Choose Assignments in the left toolbar.
2. Choose the **Subject** that you want to view assignments for and click the **Next** button on the bottom right.



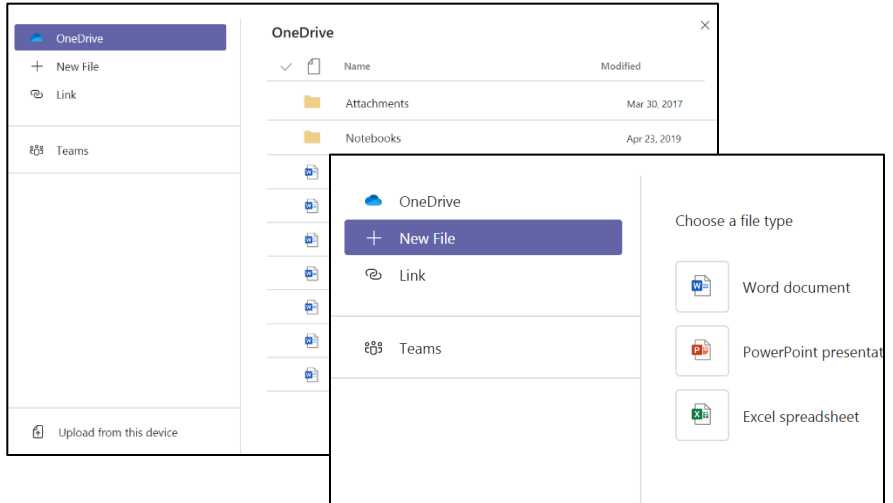
3. While in the assignment, you can add work by clicking the **Add Work** button at the bottom of the page.



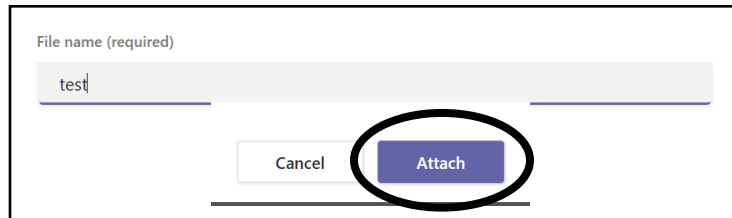
4. You can choose an existing document in your **OneDrive**,

OR

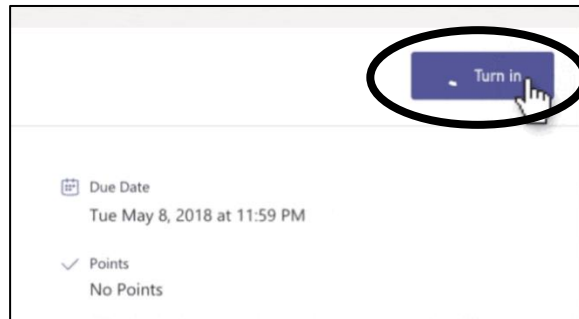
Create a New Word document, PowerPoint presentation or Excel Spreadsheet. If you choose **New File**, it will prompt you to name it.



5. Click Attach

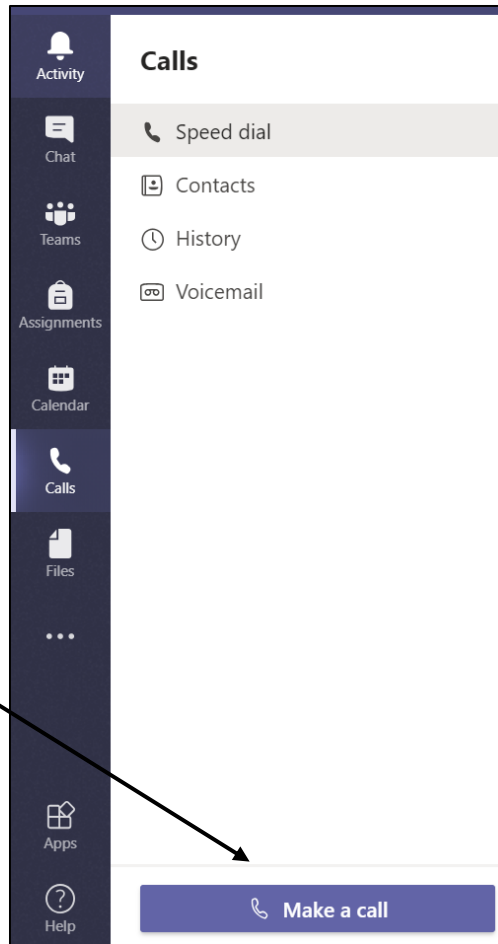


6. Once you have completed an assignment, don't forget to click the **Turn In** button at the top right corner of the assignment.



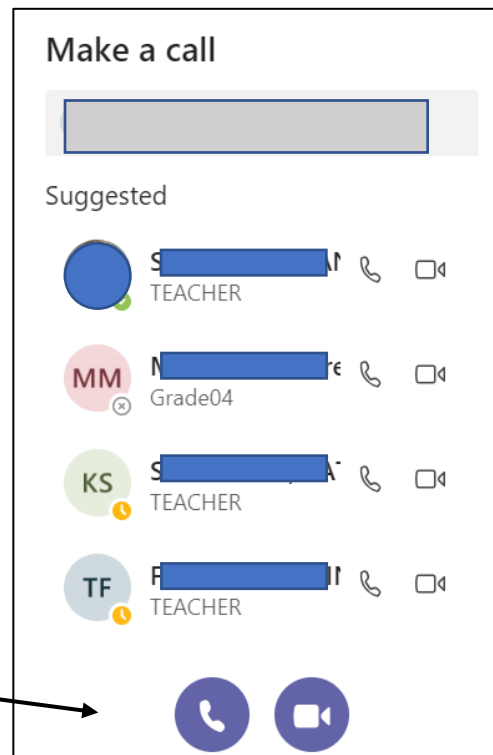
## Video or Audio Calling Your Teacher in Teams

1. Click on the **Calls** button on the left Toolbar to video or audio call your teacher during office hours.



2. Click the blue **Make a Call** button

3. Type your **teacher's first and last name** into the box



4. Click on the **phone icon** to make an audio call or click on the **camera icon** to make a video call

