
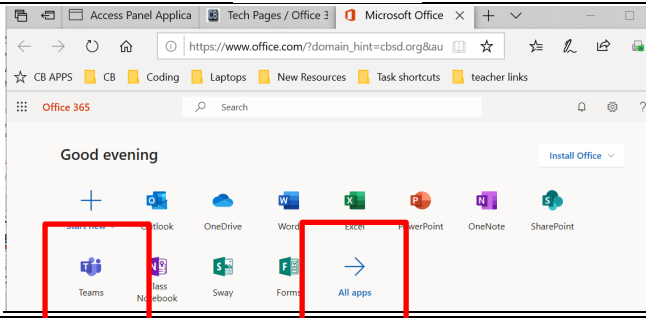
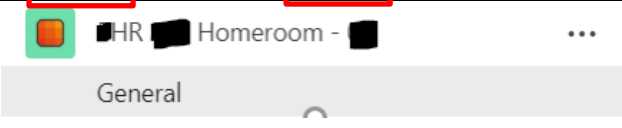
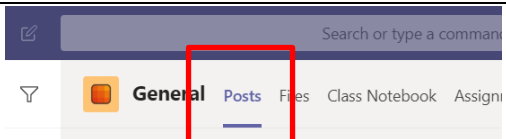
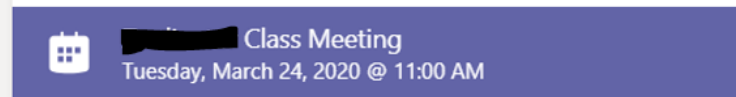
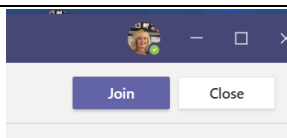
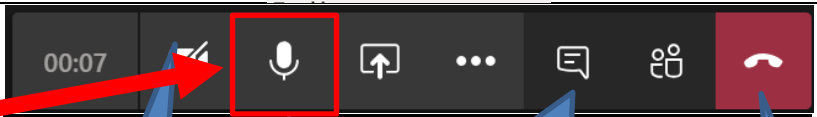




# Joining a Teams Call Scheduled by Your Teacher

<p><b>Logging-In:</b></p> <ul style="list-style-type: none"> <li>• Visit <a href="http://www.cbsd.org/365">http://www.cbsd.org/365</a></li> <li>• Click on the Orange 365 Box</li> <li>• Type in your email and password</li> </ul>	
<ul style="list-style-type: none"> <li>• Select the Teams App</li> <li>• If you do not see Teams in the list of apps, you can click on the arrow for "All Apps"</li> </ul>	
<ul style="list-style-type: none"> <li>• Go to your Homeroom Team _HR – ___ Homeroom - ___</li> <li>• Click on the General Channel</li> </ul>	
<ul style="list-style-type: none"> <li>• At the top of the page, select your Posts tab.</li> </ul>	
<ul style="list-style-type: none"> <li>• In the Posts window you will see the name of the meeting your teacher scheduled</li> </ul>	
<p>Note: If you don't have access to a laptop during the meeting, you can join by phone and talk to the class.</p>	<ul style="list-style-type: none"> <li>• The teacher will give you a phone number to call <b>1-###-###-####</b></li> <li>• And a code: <b>9 digits followed by #</b></li> </ul>
<ul style="list-style-type: none"> <li>• In the upper right corner of the Teams page, click on the Join Tab</li> </ul>	
<p><b>Things to Remember –</b></p> <p><b>When you are not talking, make sure that your microphone is muted</b></p> <p>You're still at school, and there's a record of everything you do and say. Do not say or do anything you wouldn't say in class.</p>	 <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="576 1743 868 1942" style="border: 1px solid blue; padding: 10px; background-color: #4a86e8; color: white; text-align: center;"> <p>Lets you turn your camera on and off</p> </div> <div data-bbox="901 1743 1242 1953" style="border: 1px solid blue; padding: 10px; background-color: #4a86e8; color: white; text-align: center;"> <p>Lets you turn your microphone on and off</p> </div> <div data-bbox="1112 1585 1388 1753" style="border: 1px solid blue; padding: 10px; background-color: #4a86e8; color: white; text-align: center;"> <p>See the Chat window</p> </div> <div data-bbox="1274 1764 1550 1963" style="border: 1px solid blue; padding: 10px; background-color: #4a86e8; color: white; text-align: center;"> <p>Hang up when you're done</p> </div> </div>