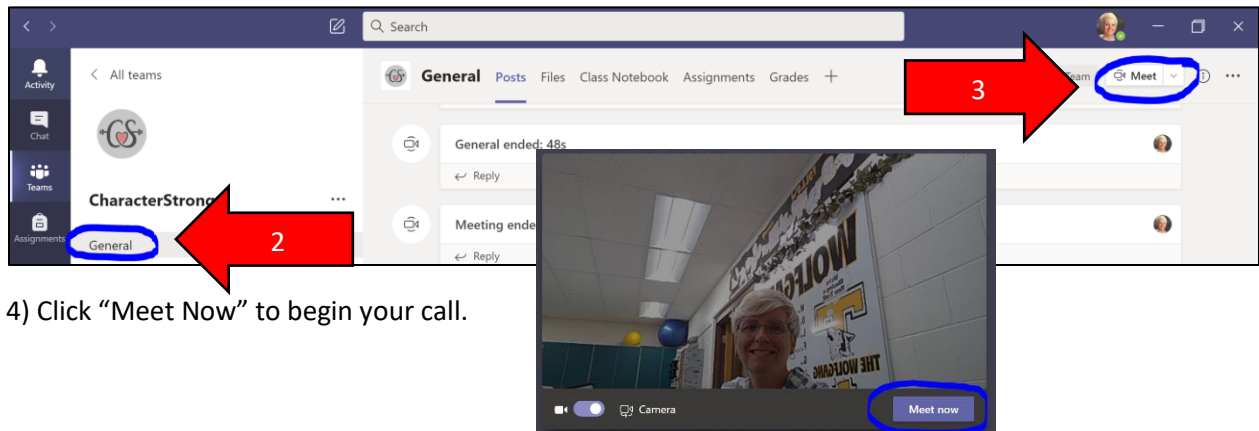
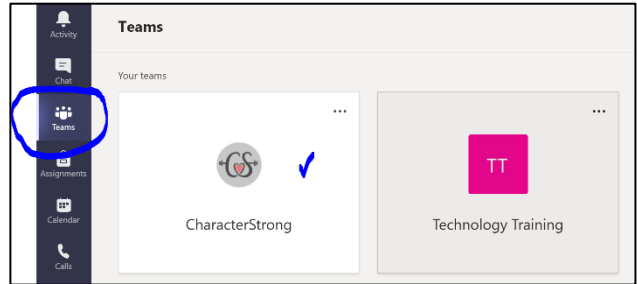


Teachers - Starting a Teams Meeting at the Beginning of Class

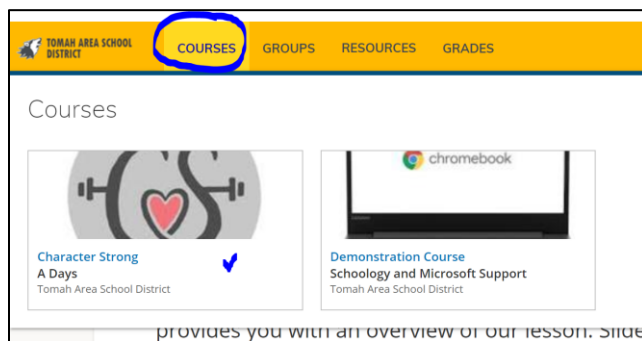
- 1) Login to Teams and begin from the Teams Tab.
- 2) Select your course; and work from the default "General" channel.
- 3) Click on the video camera icon in the upper right hand corner. (Meet).



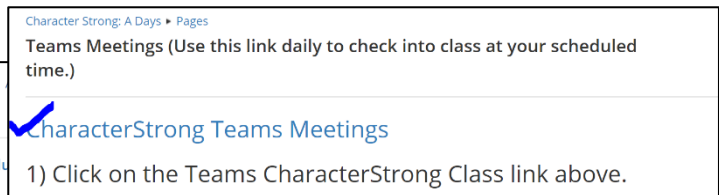
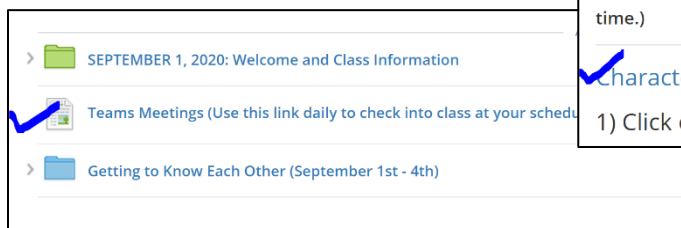
- 4) Click "Meet Now" to begin your call.

Students – Joining a Teams Meeting at the Beginning of Class

- 1) Students will be logged into Schoology, and/or they may launch the Teams app.
- 2) If they are logged into Schoology, they need to click on the course they are attending.



- 3) Clicking on the Teams Meeting placeholder in the course and the link to the course will take them to their Teams course.



4) A “Join Now” notification appears in their general channel. Students click the “Join Now” button twice to join the meeting. Teachers may mute all students or ask students to mute themselves as they join the meeting.

