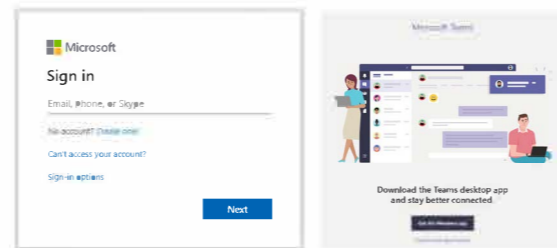
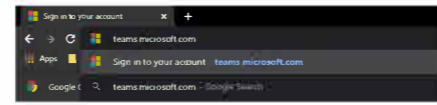





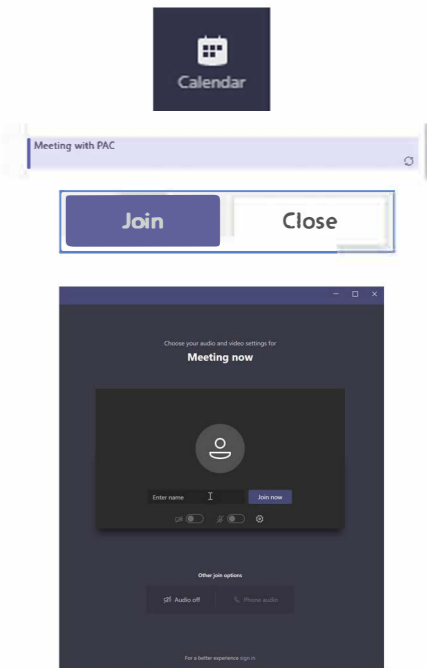
## Getting logged-in to MS Teams

1. If you do not have TEAMS on your computer you will need to begin by going to [teams.microsoft.com](https://teams.microsoft.com)
2. If you do not have an account, you can create one by clicking **Create One!** Otherwise just login with your credentials.
3. You will be asked to sign in to access information. For students, please ask your respective teacher for your login credentials.
4. You can also choose to install MS Teams on your computer or mobile device.



## Joining a Teams Meeting

1. When it is time to join the class/meeting, Open your MStTeams app or via the browser and select the calendar
2. Select the meeting and click on JOIN
3. You will then have an opportunity to set up your speakers and microphone if necessary. Once you are ready, click on the “join now” button to join the meeting
4. To configure your audio and camera preferences please click on the  icon.



## Meeting Best Practices

1. Mute your microphone if you are not speaking, this will prevent any unnecessary noise during the meeting.
2. Use the blur feature to blur out your background for privacy if desired.
3. Try not to speak over one another – rule of thumb is to allow others to speak first.
4. Avoid multi-tasking while in a meeting.
5. Be patient with one another as we learn how to use these new collaboration tools!

