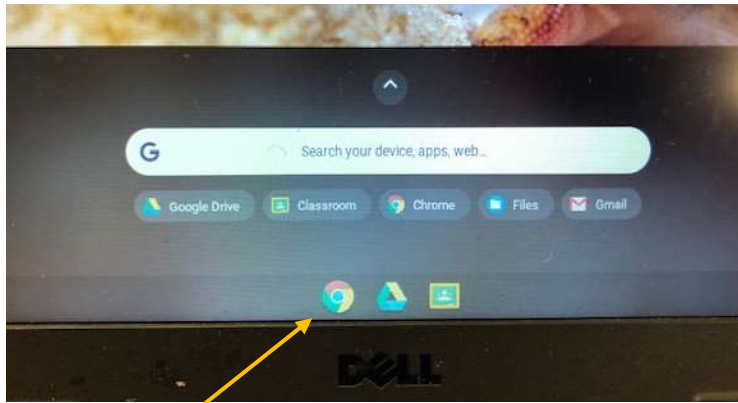


Northeast Middle School Teams Access and Usage

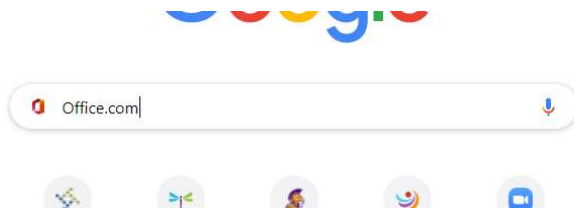
Login to your student computer using your login information:

<https://outlook.office365.com/>

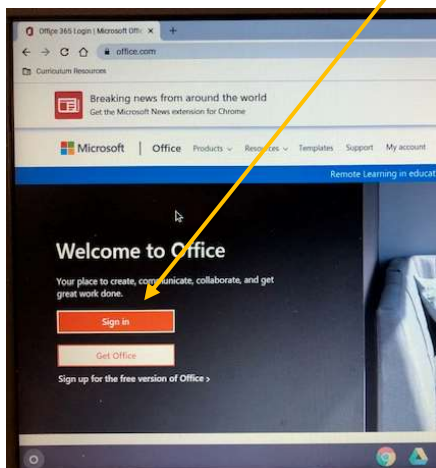
- Username – first name plus first letter of last name + last four of the student's number – (Ex. John Smith = Johns6789)
- Password – Birthday MMDDYYYY – Ex 09082020

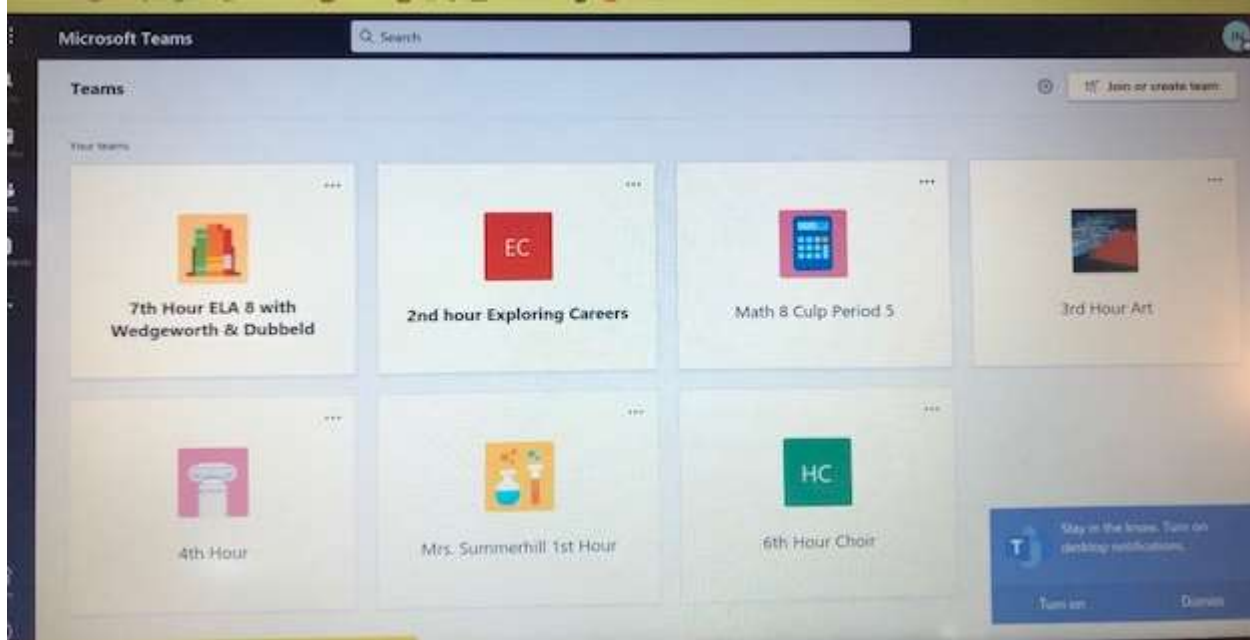
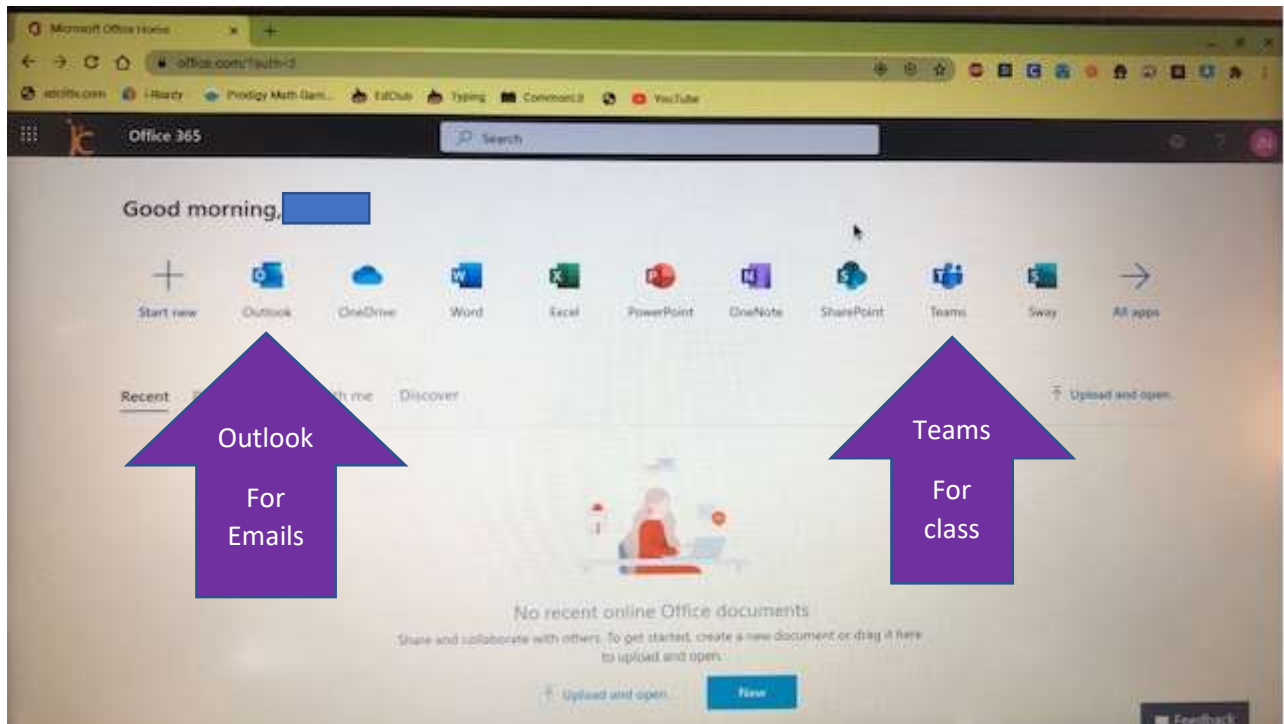


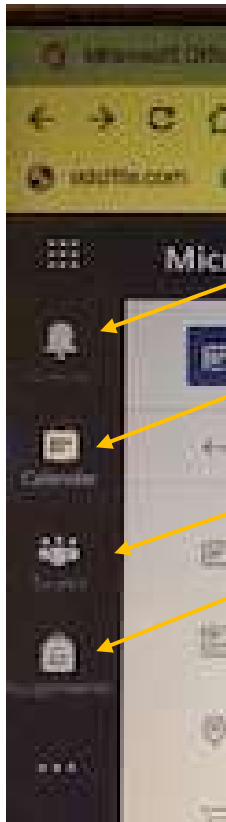
Go on the internet to google and search Office.com



When you get to Microsoft, you can login by using your email address and password you used to get into the computer.







On the right side, you should see several Icons (described below):

Activity – This shows a list of everything going on in your teams /classes.

Calendar – You can open the calendar for the day and then click straight on your class for that period. See the more detailed explanation below.

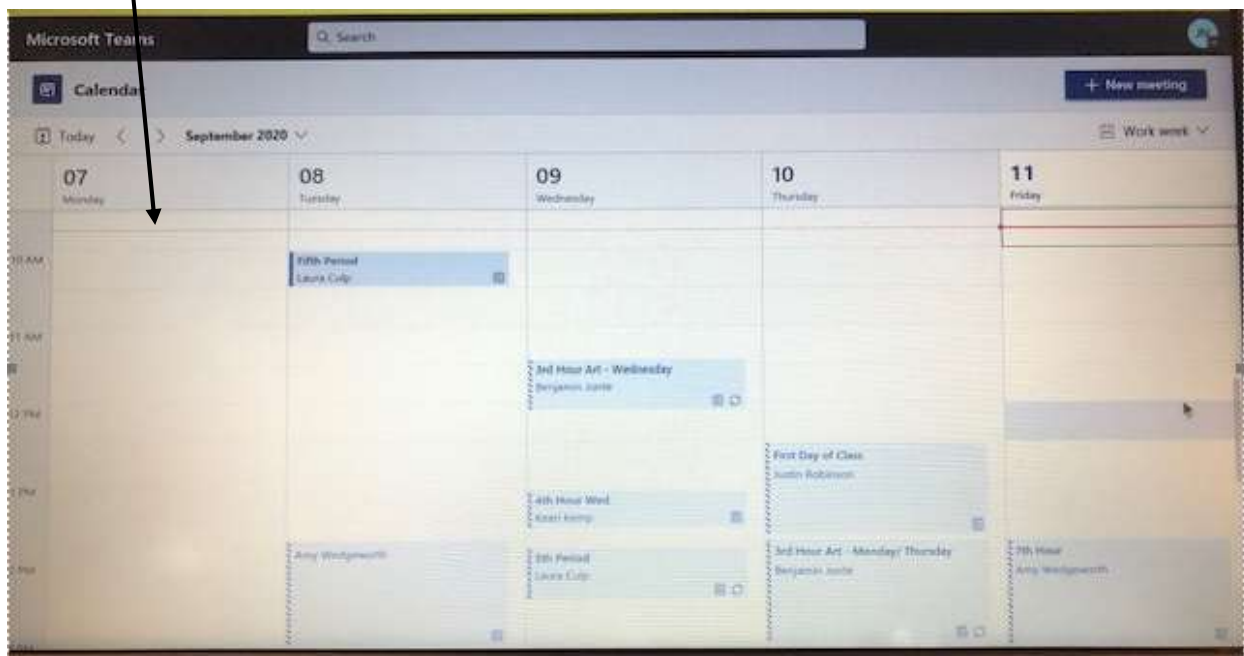
Teams – These are your classes.

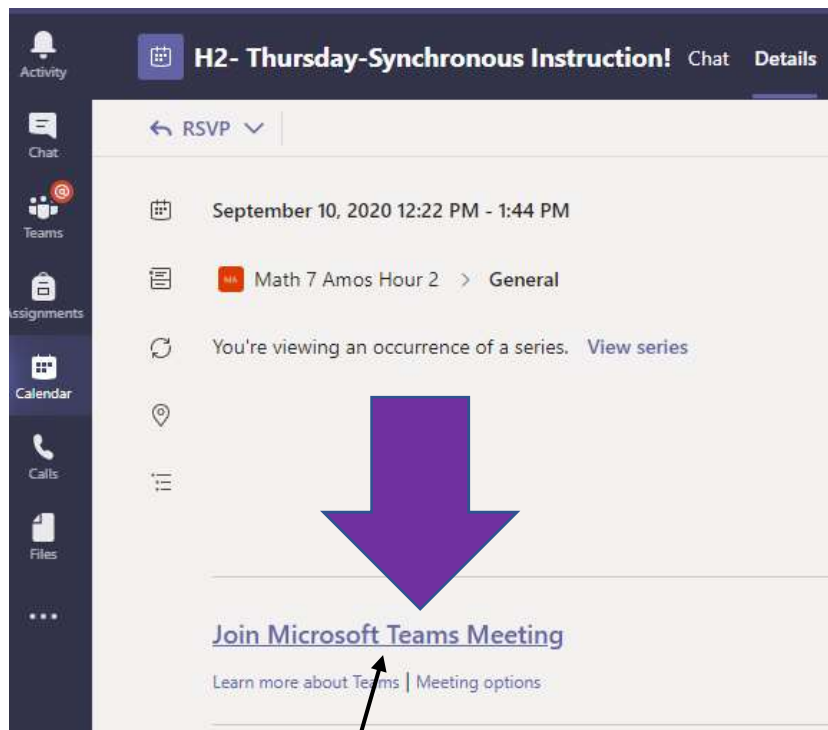
Assignments – If your teacher has assigned you any assignments in Teams, they would be here. Most of your work will be in your Google Classrooms.

Calendar – The calendar is probably your best friend when joining classes on time and on the right day. My calendar pictures are very full as I am a member of a lot of teams / classes, but this will show you where to go each day!

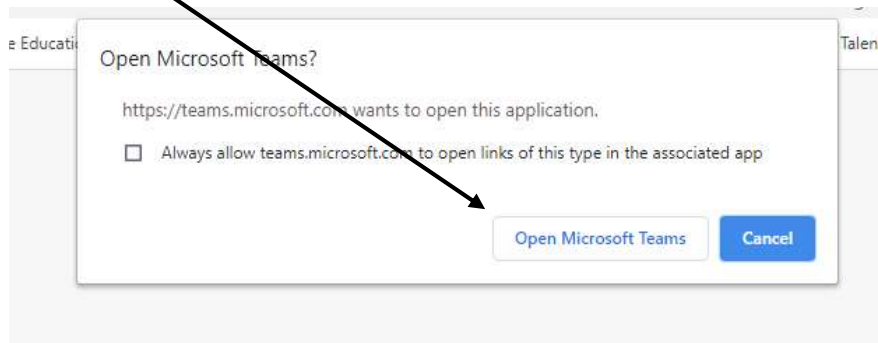
On each day you will see your classes listed with an invite from your teachers with the correct time you are in class. Your calendar should look like the first calendar on the left.

The red line indicates the current time and will move during the day. From 10 am to 4 pm. When you have a class, you can go into the calendar and click on the class. When the invitation opens, click on the “Join Microsoft Teams Meeting” to enter the class.





Once you click "Join Microsoft Teams Meeting," this dialogue box may appear. If it does, click on "Open Microsoft Teams" and you will then see the next window open.



Choose your audio and video settings for

General

This is the camera switch – Turn on for class.

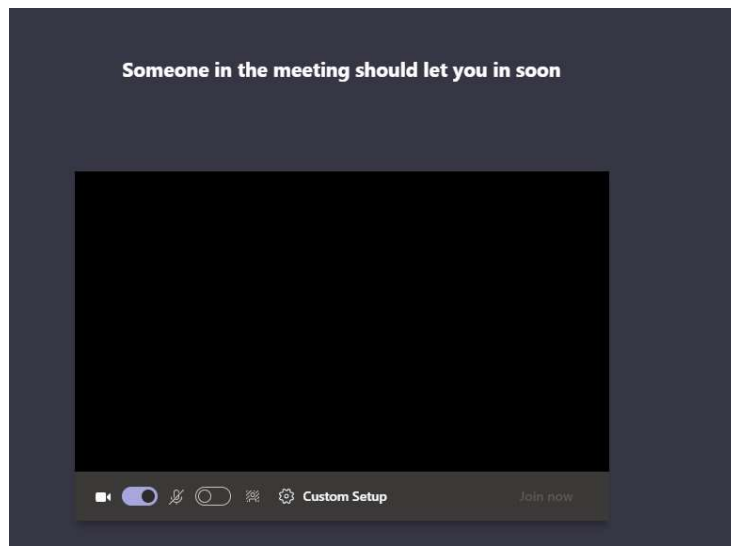
Click “Join Now” to enter your team / class

This is the microphone switch – Mute before entering

Other join options

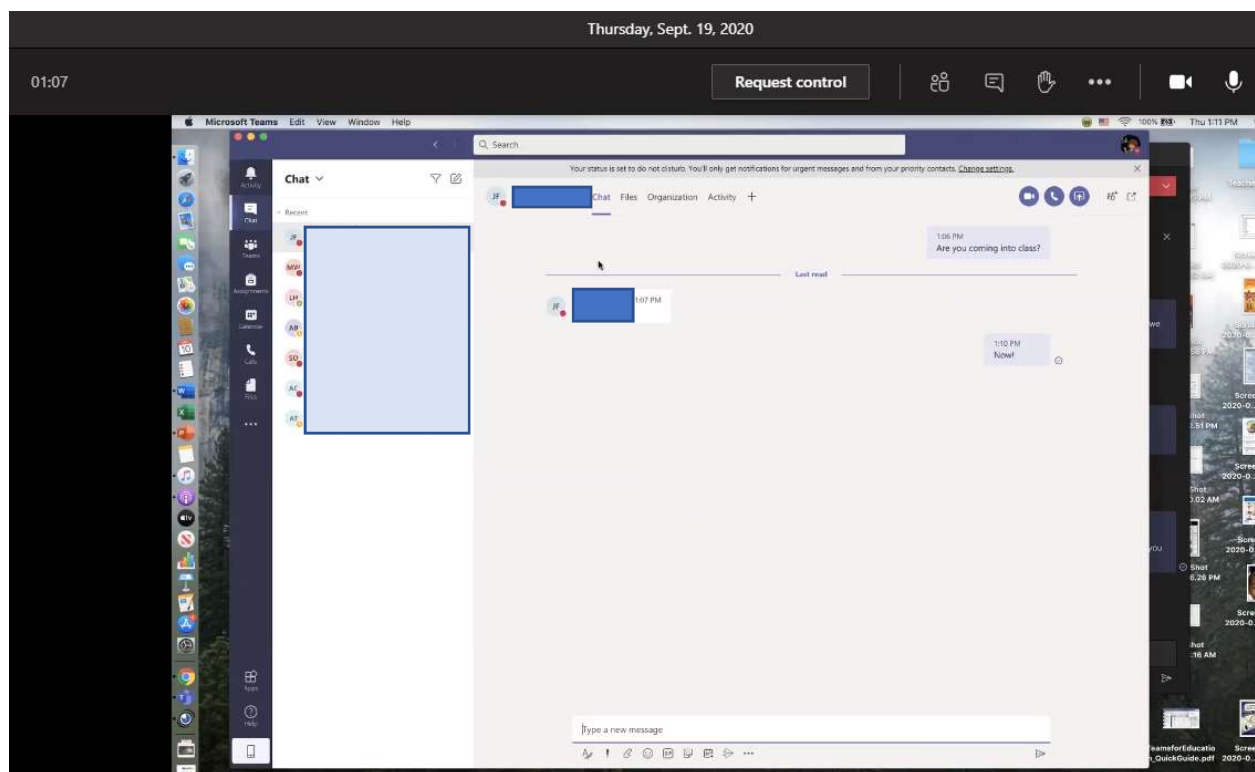
Phone audio

Add a room

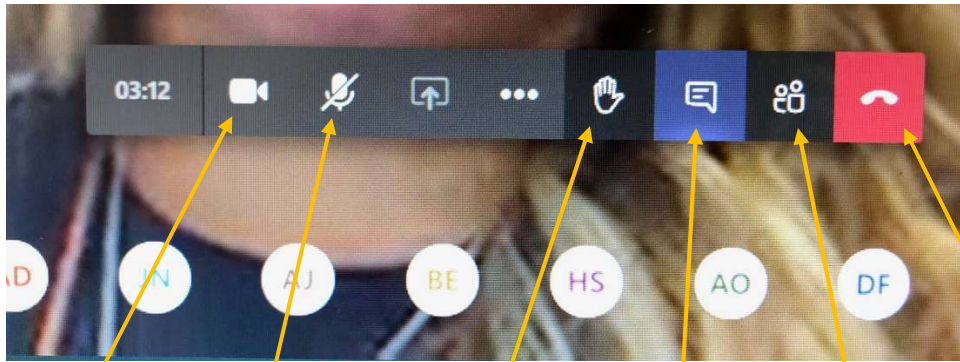


Wait patiently until your teacher lets you into the team / classroom.

Here is a preview of what it may look like in a classroom. This shows the teachers and other students on the bottom. This class is looking at a document.



Your class icons that you will need to use to be successful in participating in class.



Turn your camera on or off

Turn your microphone on or off

Raise your hand to ask a question.

Open the chat box

Who is in the meeting

Hang-up when class is over.