## **Instructions for Students to Access Teams**

## 1. Go to office365.houstonisd.org.

office 365.houstonisd.org ▼ Office 365 - Houston ISD To find out if your web browser supports JavaScript or to enable JavaScript, see web browser help. Houston ISD SSO Service. Sign in with your organizational ...

2. Enter "student\s#######" with your child's ID number. The password is their birthdate as MMDDYYYY.



3. Click YES to stay signed in if on private computer.



4. Click on Teams, and Teams will open and be ready to use!

+	<b>D</b>		W	×	<b>1</b>	N	5	- Elji	s
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway
$\rightarrow$									
All apps									

1. From the menu bar along the left, select Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

Note: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select Join or create team and enter the code)
- A link (check your email)



- 2. When you see your class tiles, click on one to start connecting with your teacher and classmates.
- 3. Your teacher can choose to set a calendar invitation or simply begin a meeting at a given time.
  - To join a class meeting **through a calendar link**, click on Calendar in the left menu bar. Then click on the meeting you want to join.

$\langle \rangle$		C	Q Search			🧠 – 🗆 ×
Activity	Ē	Calendar			Q Meet now	$+$ New meeting $ $ $\vee$
E	( <del>;</del>	Today < > September 20	020 V			$\boxplus$ Work week $\checkmark$
Tearns		07 Monday	<b>08</b> Tuesday	<b>09</b> Wednesday	10 Thursday	<b>11</b> Friday
Assignments	7 AM					
<b>H</b> endar	8 AM	Class Morning Meeting	-			
	9 AM					
	10 AM					
Apps	11 AM					

In the top right corner of the open calendar invitation, click **Join**.

< >	C Search	avy – 🗆 ×
Activity	Teams Testing Chat Files Details	Join Close
<b>E</b> Chat	$\checkmark$ Accepted $\checkmark$	Tracking
eams	August 3, 2020 1:30 PM - 2:00 PM	Warner, Andrew (prosource.it) Organizer
assignments	Ø Microsoft Teams Meeting	AW Warner, Anne E Accepted
Calendar	CAUTION: This email originated from outside of Houston ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.	
	Join Microsoft Teams Meeting	
	+1 312-667-7206 United States, Chicago (Toll)	
	Conference ID: 293 830 843#	
Apps	Local numbers   Reset PIN   Learn more about Teams   Meeting options	
	Join with a video conferencing device	
Help	417074486@poly.bp.com VTC Conference ID: 1224371728	

• To join a class meeting that your teacher has already **started in your class team**, click on your class team tile then click **Join**. You may see this option in the general posts page, or you may see it in a banner across the top.

< >			Q Search		er eve	n ×
Activity	< All teams		u Ge	neral Posts Files PLC Notebook +	⊚ Team Q <sup>2</sup> Meet ∨	··· ··
<b>E</b> Chat	LT		•	✓ Reply		
<b>**</b>				Yesterday		
Teams	Lovett Tech Team		Ô,	Meeting in "General" ended: 30s	BM	
E Assignments	Conoral	<b></b>		← Reply		
_	General	÷.		Today		
Calendar			•	Meeting in "General"	00:32 вм	
•••		-		niot		
				Meeting in "General" started		
				← Reply		
BÊ						
Apps				Start a new conversation. Type @ to mention someone.		
(?) Help				Α≠ ℓ ⊙ ☞ ټ ⊳ ♀ ■ …	⊳	

4. Before you have joined live, you will need to turn your camera on/off and your microphone on/off depending on your teacher's preferences. After your camera and microphone are set, click **Join now**.

Choose	your audio and video settings for <b>Teams Testing</b>	
	AW	
¢⊙¢⊂	) 🚿 🔞 PC Mic and Sp Join now	
	Other join options	
다× Audio off	ৎ Phone audio জি Add a room	

If your teacher calls you, you will see a notification on your screen. To answer, click the purple video camera on the left.

