



How to join online class meetings with Microsoft Teams

Your child's teacher will use **Microsoft Teams** use to hold class meetings online. The **Teams** app is installed on every student's D7 MacBook and iPad.

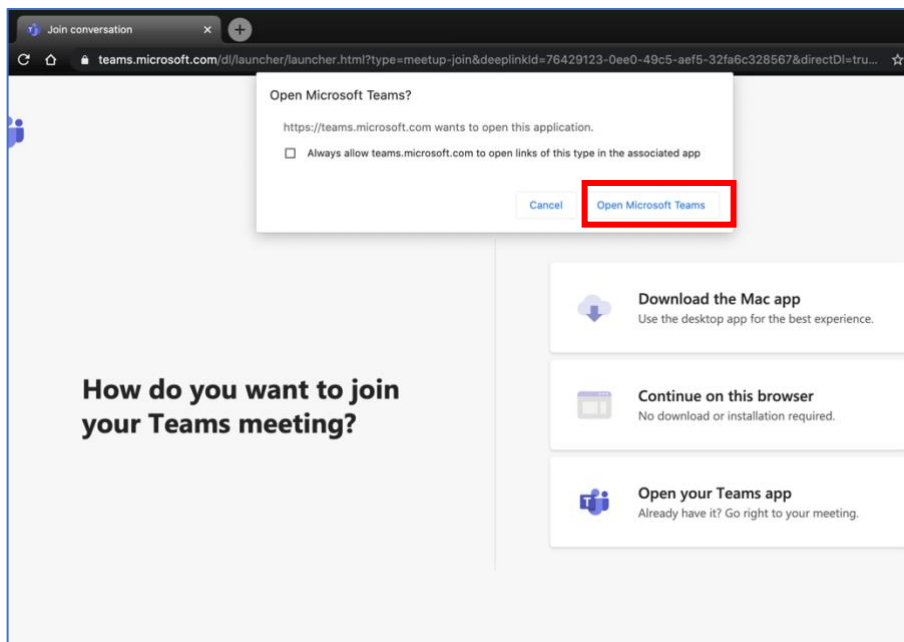
The free **Teams** app can also be installed on Apple devices (iPhone, iPad) as well as Android tablets and phones.

How will I join an online class meeting?

Your child's teacher will send the link to join online meetings. Teachers may share a link to a meeting by:

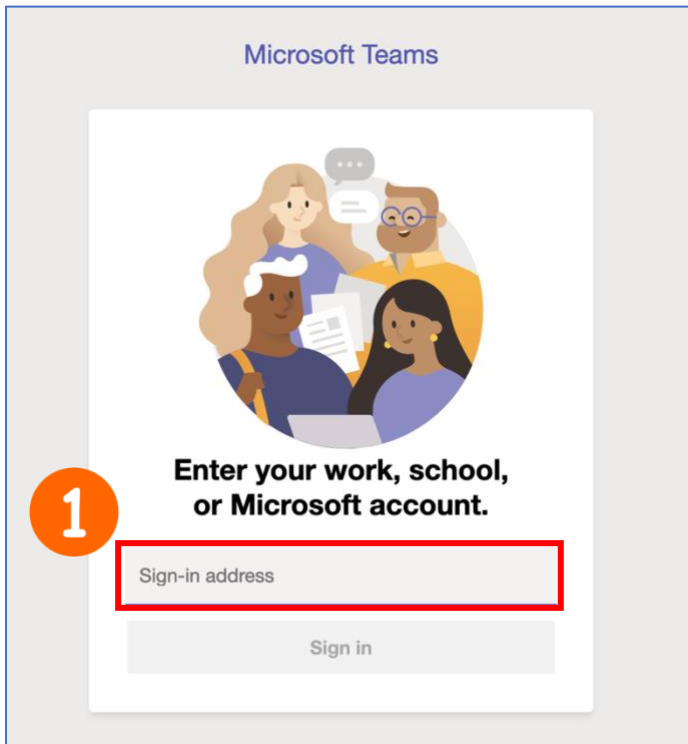
- Posting the meeting link in Schoology
- Emailing the meeting link
- Texting the meeting link
- Sending the meeting link through apps like Remind or Class Dojo

Joining a meeting from Teams on a MacBook or PC

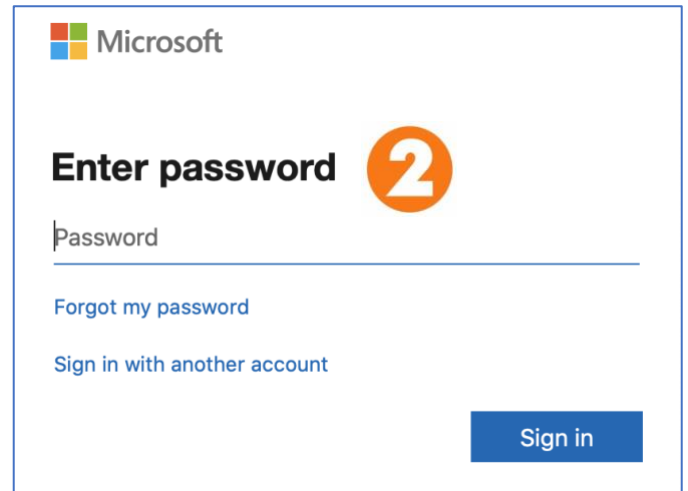


When a student clicks the link to join the meeting, they will see the screen in the picture on the left.

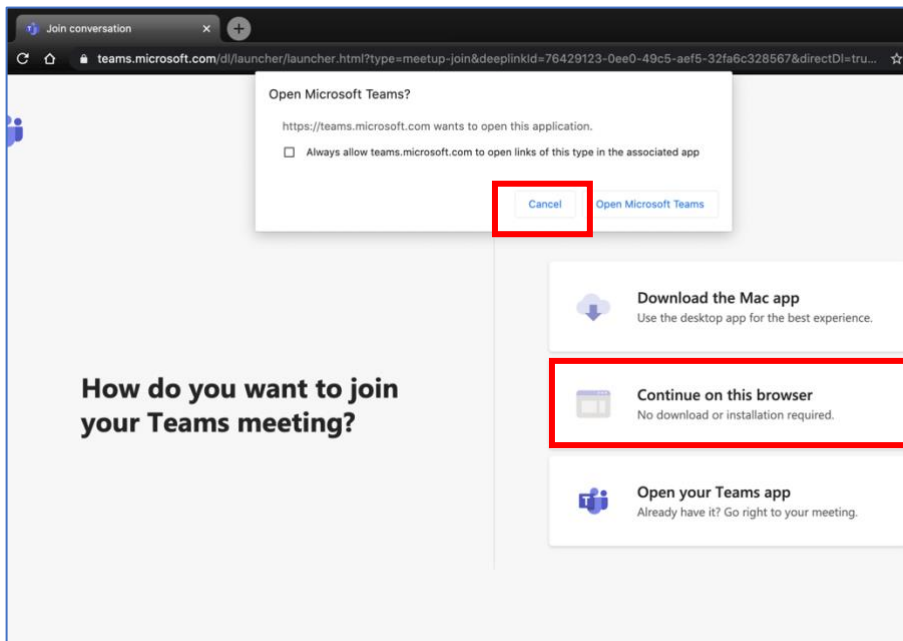
Click on the **Open Microsoft Teams** button.



The first time **Teams** opens on your MacBook or PC, students will be required to sign-in with their D7 email address and email password.



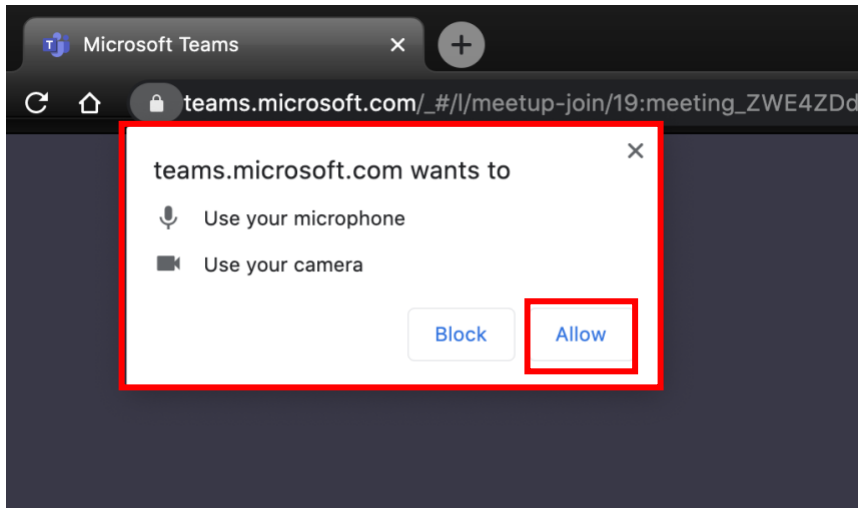
Joining a meeting in a web browser



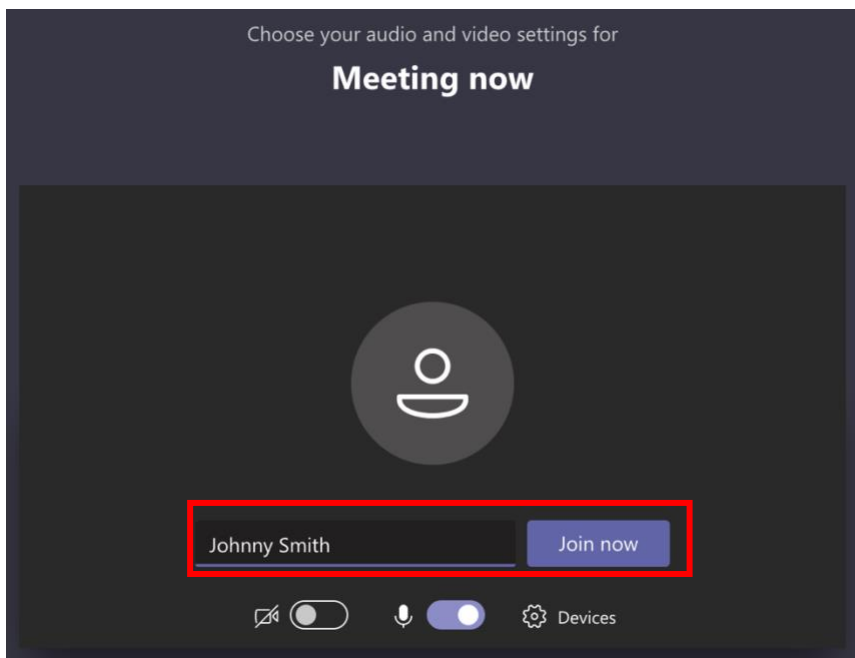
Another option is to join a class meeting in a web browser.

First click the meeting link sent by the teacher. Click **Cancel** (see picture to the left), and then click on the **Continue on this browser** button.

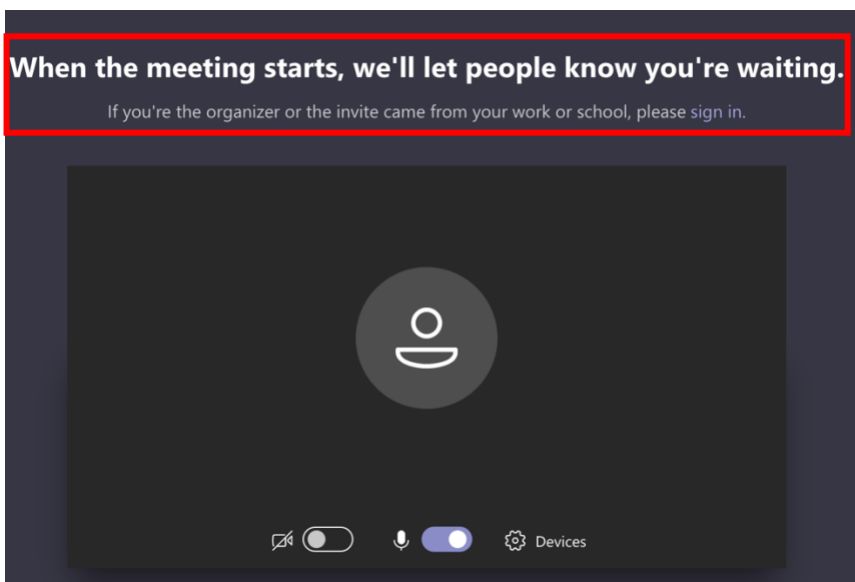
Teams will run in Google Chrome, Microsoft Edge and Firefox. (not Safari).



When starting **Teams** in a web browser, you may be asked to allow Teams to use your microphone and camera. Click **Allow**.

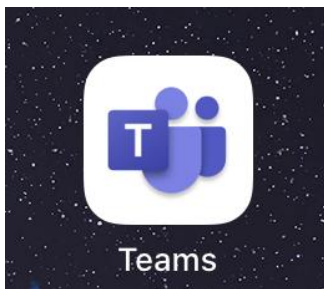


The student types in her/his name, turns the camera and microphone on/off, and then clicks **Join now**.



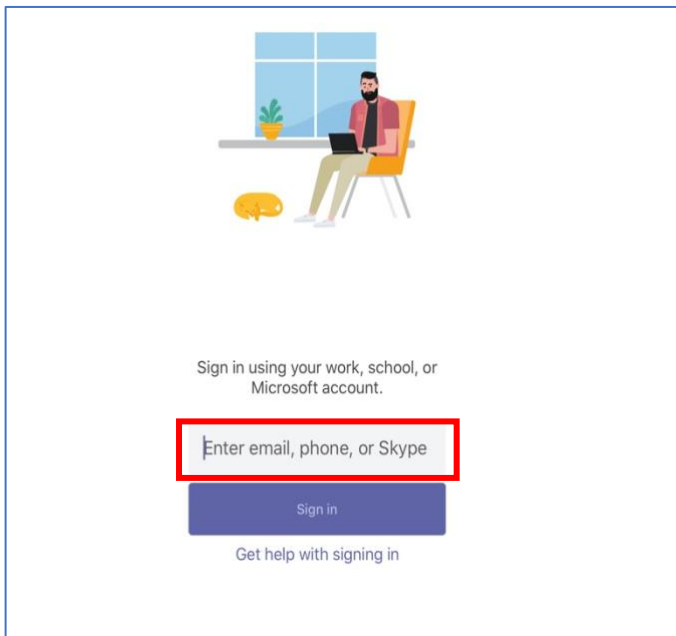
Once the teacher starts the meeting, the student will be allowed to enter.

Joining a meeting from an iPad

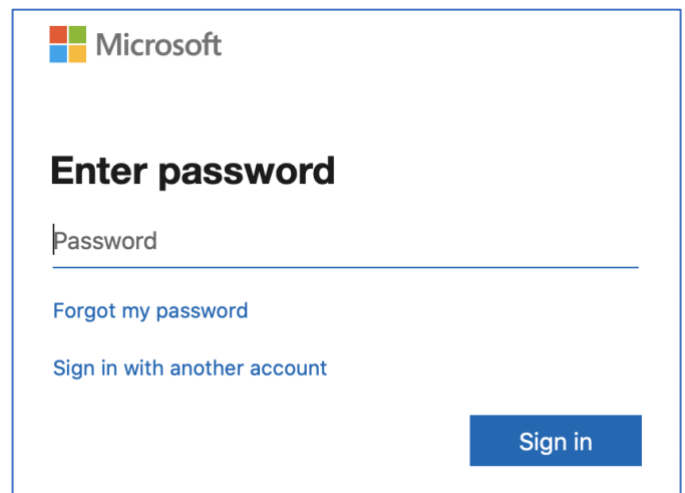


Before the teacher sends the link to join a meeting, your child needs to sign-on to **Teams**.

Find the **Teams** app and tap to open.



Sign-in with your child's D7 email address and email password.



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- Posting the meeting link in Schoology
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