

Dear Parents and Students,

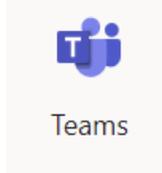
This term, we will be using Microsoft Teams for communication and online learning instruction. Microsoft Teams is part of the Office 365 suite. Microsoft Teams is accessible from multiple devices (laptop, iPad, tablet, or mobile phone).

When scheduled, you will be able to join a call and see your teacher live. Calls will also be recorded to go back over if you need to. Your daily class lessons will be on Teams, including specific learning outcomes and success criteria. You can download the Microsoft Teams app (from App Store). If you want to access Microsoft Teams by laptop or tablet go to the Internet and type portal.office.com into the URL bar. From whatever device you access Microsoft Teams you will use your college username and password.

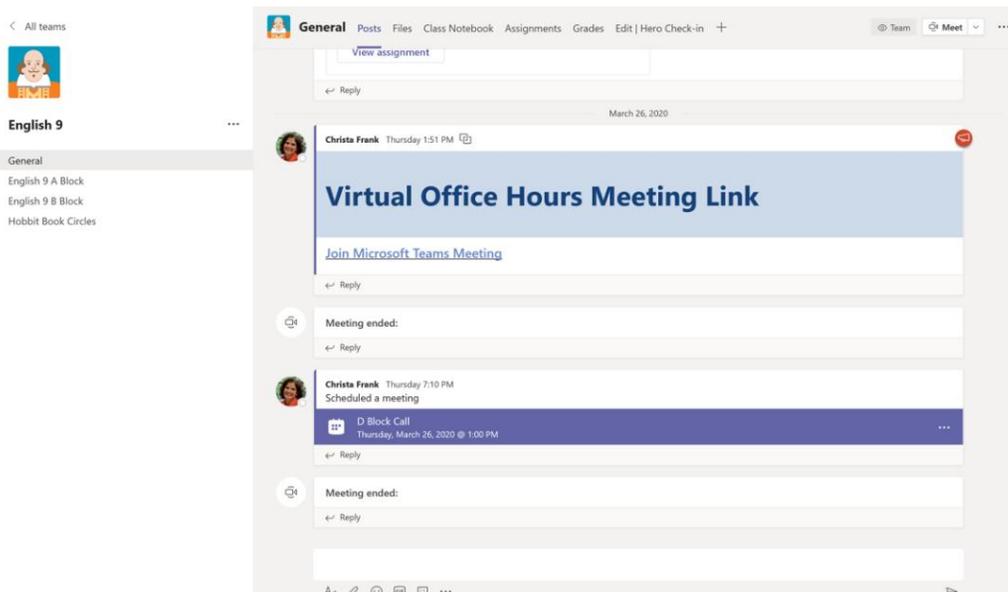
I will communicate with you via email regarding how and when the class will connect and how to access assignments.

To join a Teams call and to navigate assignments:

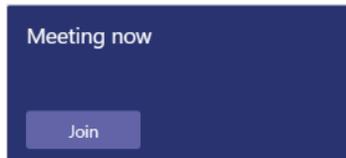
1. Login to Office 365 (portal.office.com)
2. Select the Teams icon



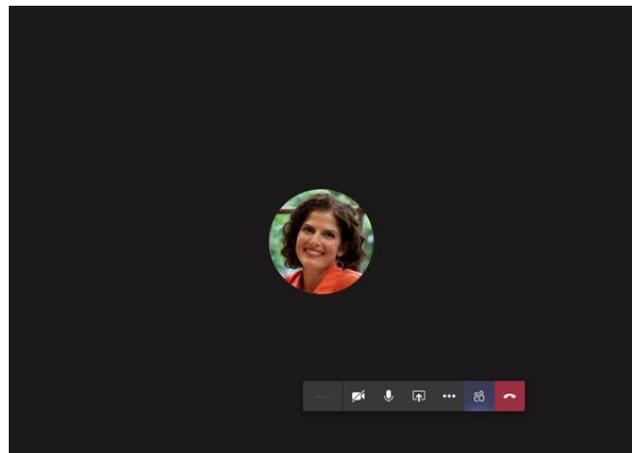
3. When you reach the Teams page, you will see icons for your classes. You will be able to see assignments, submit assignments for participation, complete assessments, and join meeting calls.



4. When it is time for your class to begin, you will see a Join Now button when your teacher begins the call.



Select the Join button, and you will then see your teacher and other students. You can use the bar to mute yourself and show video. Your teacher will explain other features such as chat.



Some important things to remember when joining a TEAMS meeting

- Always be on MUTE unless you are speaking.
- Raise your hand if you want to talk.
- Your teacher can unmute you when you want to talk or you can.
- Use the participants bar to see who is in the call.
- The person who is talking will have a ring of color around them.
- You can use the chat bar to ask questions.