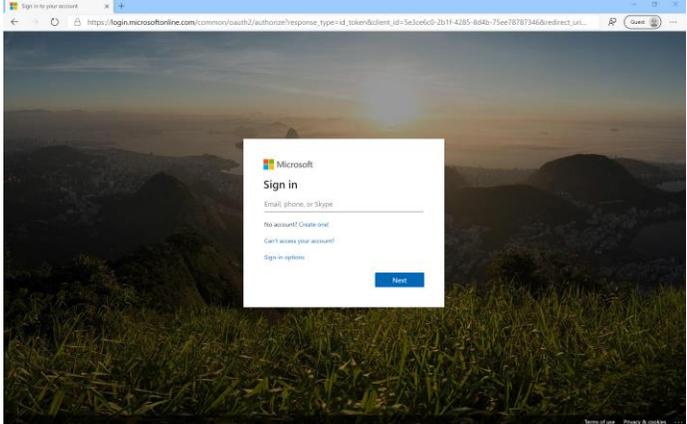
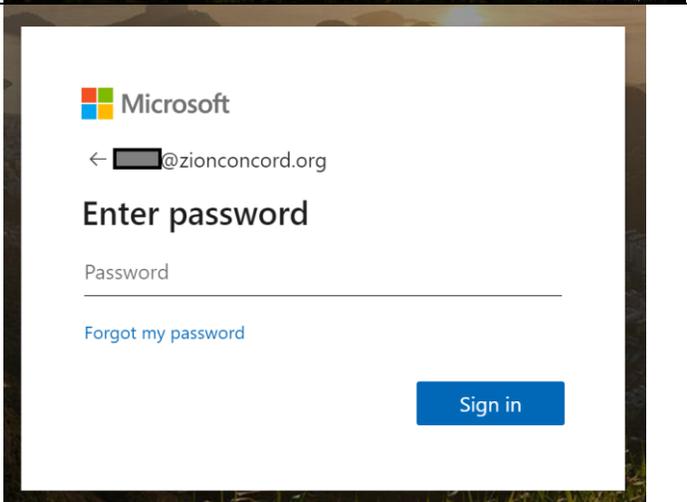


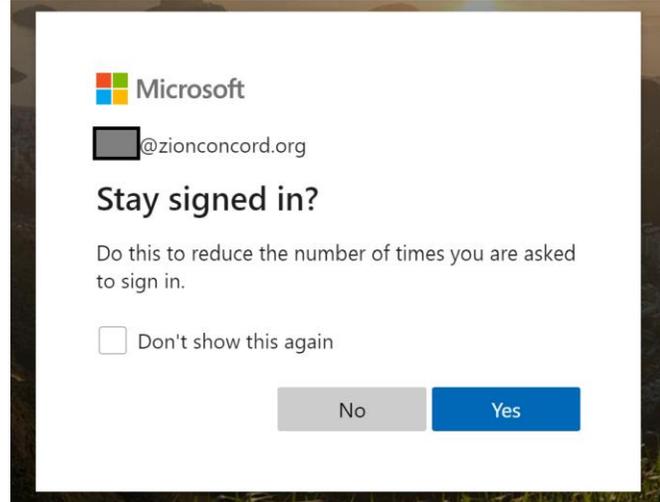
How to Log into Teams

Please note that these instructions can work on any laptop with a modern browser including the Chromebooks that some students were given to take home.

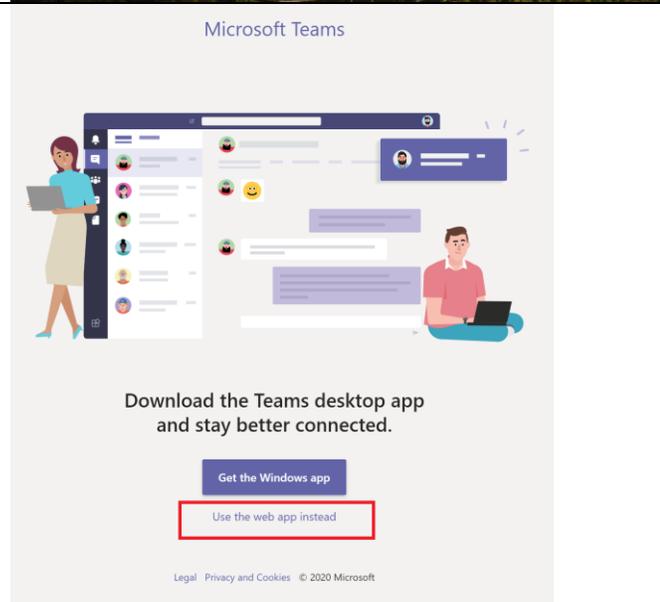
For those families that may be sharing a computer and/or have multiple students in one household, please use these instructions for one student and refer to information found at the end of this document for instructions on how to properly log out and to let the next student use the computer.

<ol style="list-style-type: none">1.) Open a browser and navigate to https://teams.microsoft.com2.) Enter the username that your student was given and click Next.	 A screenshot of a web browser showing the Microsoft sign-in page. The page has a background image of a mountain landscape at sunset. A white sign-in box is centered on the page. The box contains the Microsoft logo, the text "Sign in", and input fields for "Email, phone, or Skype". Below the input field, there are links for "No account? Create one!", "Get help access your account?", and "Sign in options". A blue "Next" button is at the bottom right of the sign-in box.
<ol style="list-style-type: none">3.) Enter the password that your student was given and click Sign in.	 A screenshot of the Microsoft password entry page. The page has a white background with a dark border. At the top left is the Microsoft logo. Below it is a back arrow and a partially obscured email address "@zionconcord.org". The main heading is "Enter password". Below this is a "Password" label and an input field. There is a link for "Forgot my password" in blue text. At the bottom right is a blue "Sign in" button.

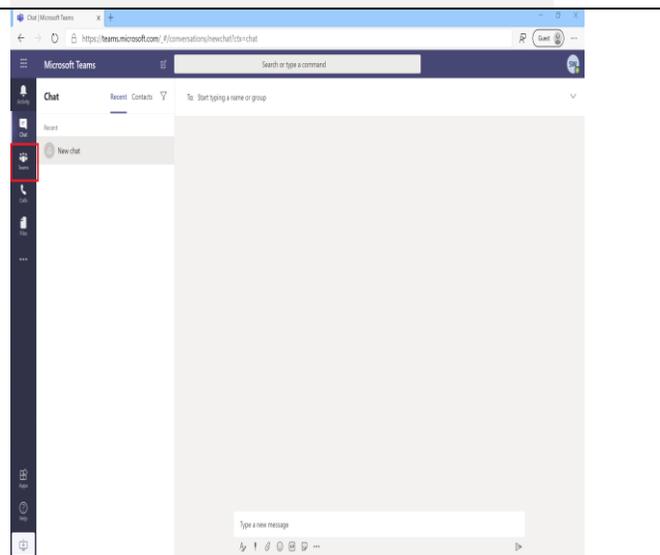
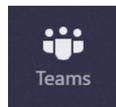
4.) You may be prompted if you wish to stay signed in. If so, click Yes.



5.) You may not see the screen to the right, but if you do, Click use the web app instead

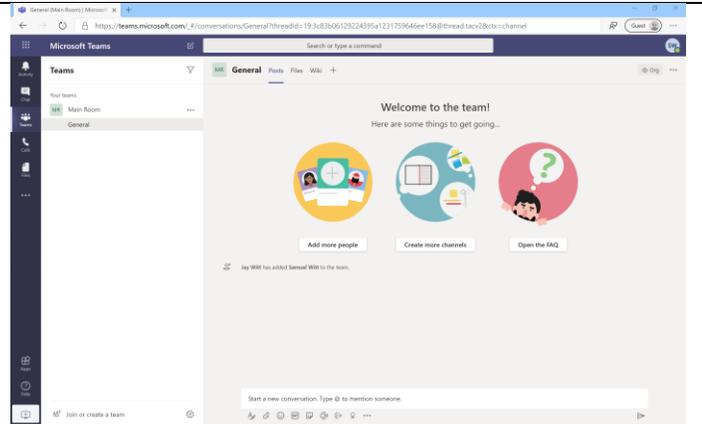


6.) On the left hand side of the screen you will see a Teams icon. Click on that.



7.) On the left hand side, you will see at least the Whole School team with a “General” channel underneath it that is selected. This Whole School is a place where main communications about school will go. It will also contain a chat history will be stored of general questions that people might have.

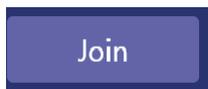
NOTE: These chats are available to everyone in the school so please do not post sensitive information here.



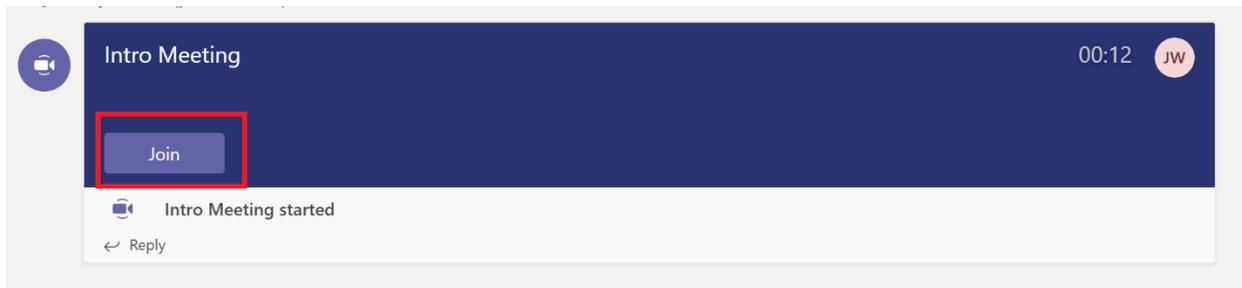
You have successfully logged into Teams and are ready for your first session to begin.

What to do to join a session:

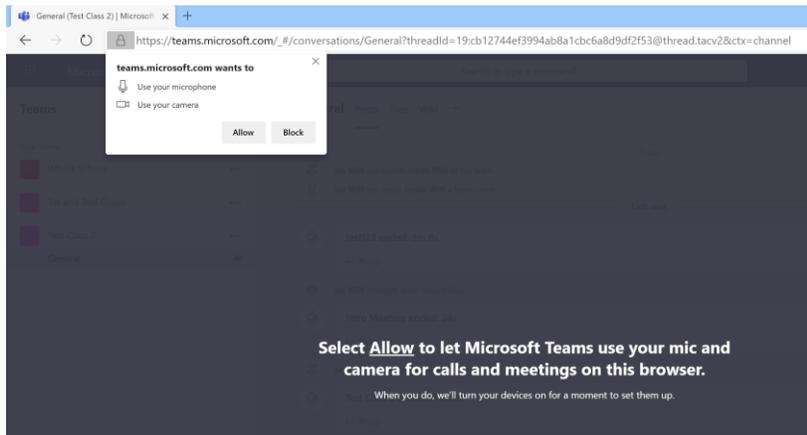
The initial session will be starting at 9 AM. Shortly before this time, you can log in and go to the General Channel of the “Whole School” team. Within that channel, you will see a meeting session that will have a Join button.



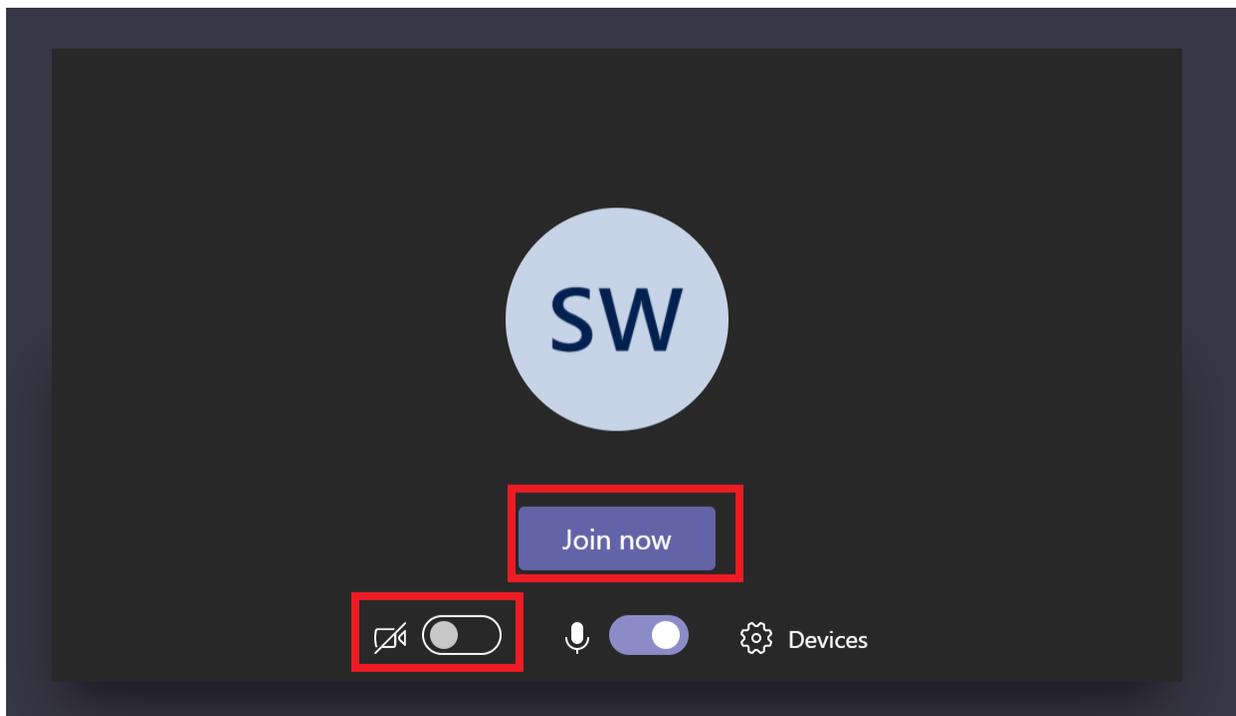
To join the teams call, please click on Join.



Depending on the browser, you may be prompted to allow the browser to use your microphone and camera, Please click Allow.

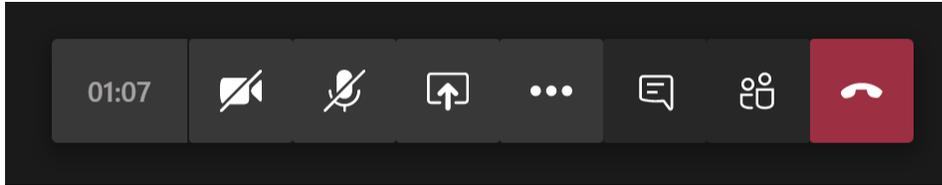


Please disable the video option by clicking the video camera icon to make it so it is not highlighted blue. Then click Join Now.



How to disconnect from a class session

When you are done with your class, hover the mouse over the middle of the teams window to see the command bar near the bottom. Click the Red Phone button to disconnect the session.



When you are done for the day, you can close the browser.