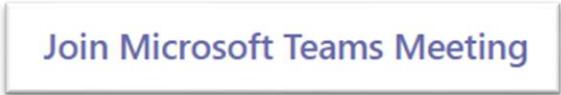




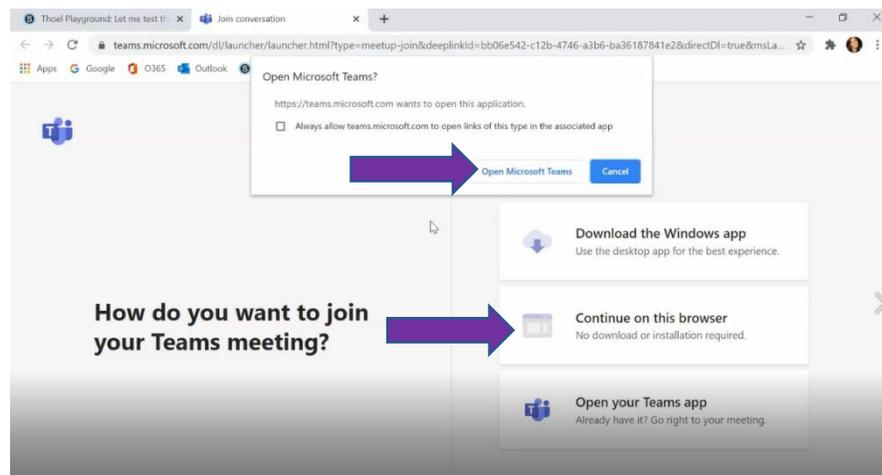
JOINING A TEAMS MEETING

To join a Teams Meeting through the Teams app or Web Browser:

1. Click the meeting link located in Schoology.

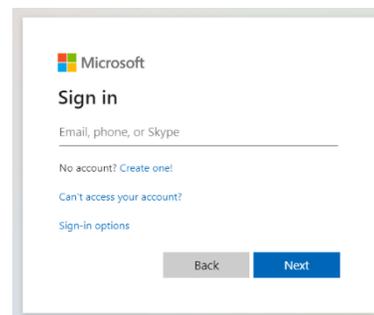


2. You can choose to access the meeting from the [Microsoft Teams desktop app](#) or via web browser:
3. If you have the desktop app, (district laptops automatically do) click the **Open Microsoft Teams** prompt. Alternatively, click **Join on the web** instead to join the meeting in a separate tab in your browser.



4. If on a district laptop, Teams will already have students signed in using their Microsoft Office 365 login credentials. If on a personal device, they will be prompted to sign in.

Students will use their Office 365 Login credentials to log in.



5. Once signed in, you may be prompted to allow access to your microphone and camera. Click **Allow**.



6. Next, choose if you'd like your camera and audio on or off when joining the meeting. Click **Join now** to enter the meeting.

To join a Teams Meeting from a mobile device or tablet:

1. Download the Microsoft Teams app and sign in to your account (Office 365 account)
2. Click the meeting link located in the Schoology app.
3. Click the **Share** icon  and **Open in Safari** to launch the Microsoft Teams app and automatically join the meeting.

Image to the right: the Microsoft Team meetings view on an iPad.

4. Alternatively, you can access Schoology from the mobile browser. Click the Teams Meeting link in Schoology to launch the Microsoft Teams app and automatically join the meeting.

