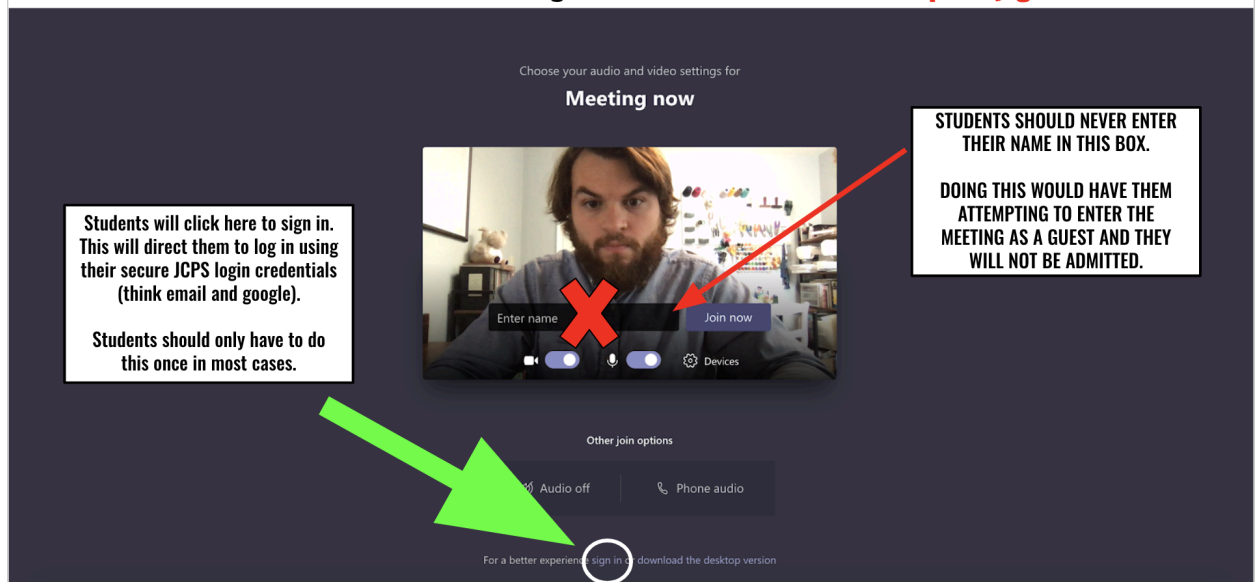## How Student Join Their Microsoft Teams Meeting:

1. Click on the provided Teams Meeting link (from Google Classroom)
2. Choose "Continue on this browser"
3. Choose Sign in at the bottom of the screen - DO NOT TYPE IN YOUR NAME. IF YOU DO YOU WILL BE A "GUEST" AND NOT ACCEPTED IN THE MEETING. You have to sign in at the bottom of the screen.
4. Complete the Office 365 sign-in (same as going to Google Drive or Backpack)
5. Once the Meeting opens, click *accept* at the top of your browser address bar to allow the camera and microphone.
6. Wait for the teacher to admit the student.

7.

Students will need to sign into their JCPS account in order to access the Teams Meeting. Students who do not click the "sign in" option at the bottom and instead type their name into the box will not be admitted to the class meeting. Teachers should never accept any guest!

Choose your audio and video settings for

Meeting now

Students will click here to sign in. This will direct them to log in using their secure JCPS login credentials (think email and google).

Students should only have to do this once in most cases.

Enter name   Join now

Devices

STUDENTS SHOULD NEVER ENTER THEIR NAME IN THIS BOX.

DOING THIS WOULD HAVE THEM ATTEMPTING TO ENTER THE MEETING AS A GUEST AND THEY WILL NOT BE ADMITTED.

Other join options

Audio off   Phone audio

For a better experience sign in or download the desktop version