Joining a Microsoft Teams Meeting from a Chromebook

This allows a participant to join a Microsoft Teams meeting from a Chromebook.

- [Video instructions for joining Teams meeting on a student Chromebook](#)
- The **first time** a student is joining a meeting on the Chromebook, follow these steps.
  - Log in to Teams
    - From CMS Launchpad, choose the "Teams" app
    - When student is prompted to log in to Teams, enter their ID number, then @cms.k12.nc.us (do NOT include the word "student")
    - When/if the small ADFS window appears, enter student ID number only (do NOT include @cms…), then their launchpad password
- Once the student is logged in to Teams on their Chromebook, the meeting organizer should follow these steps:
  - Open Teams app
  - Select "Calendar" on the left side
  - Select "Meet Now" near top right corner
  - Select "Start meeting," then "Join Now"
  - After the meeting starts, select "Add Participants"
  - Type in the student's name or ID number in the search box to the right
  - When the student's name comes up, select "Request to join"
  - Student will get a notification to join the meeting

Click [here](#) to learn how to sign on to a Teams meeting

Click [here](#) to learn how to enable chat in a Teams meeting.

Click [here](#) to learn how to have a student use annotation in a Teams meeting.

Click [here](#) for instructions for how to have students log in to a Teams meeting on a student iPad.

Click [here](#) for instructions on joining a Teams meeting for a parent.