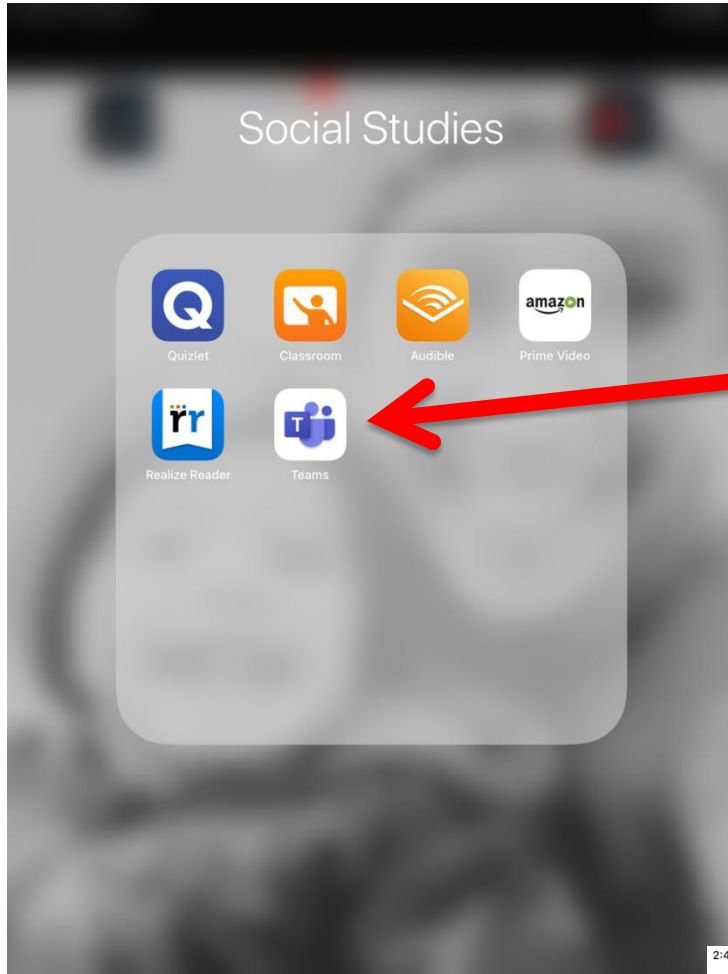


# Accessing Microsoft Teams



## Step 1: Downloading the App

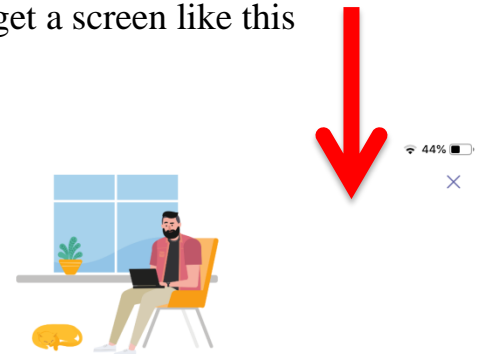
Check to make sure that you have the Microsoft Team app downloaded on your iPad. If you do not have it, you should be able to go to 'Self Service' and download it.

Microsoft Teams App

## Step 2: Signing In

Once you have downloaded AND located the Microsoft Teams app, click on it to begin the log in process

You should get a screen like this



## Step 3: Signing In Continued

Enter your district email – make sure you do the WHOLE thing, including the @oxfordasd.org

Then click 'sign in'

Sign in using your work, school, or Microsoft account.

andjen88@oxfordasd.org

Sign in

[Get help with signing in](#)

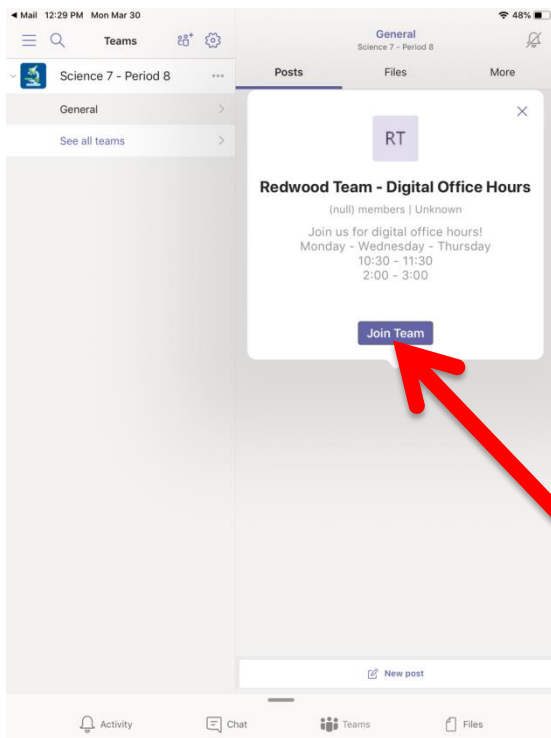
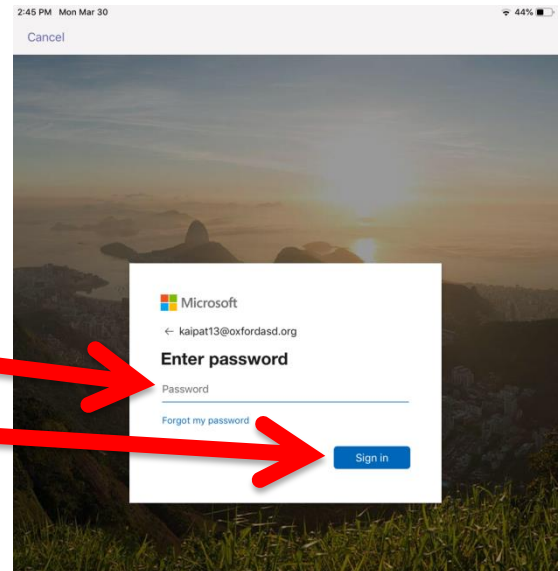
# Accessing Microsoft Teams

## Step 4: Finishing the Sign In Process

Next you should be directed to a page like this →

Here, you will enter your district password. Make sure you are entering each letter/number and NOT using the predictive feature—we have had issues with it saying the password is incorrect.

Click 'sign in'



## Step 5: Joining a Team

Now you should be able to click on the link provided by your teacher. \*Note, the link will NOT be directly in Microsoft Teams—you will need to access it from another location like an email or your teacher's website.

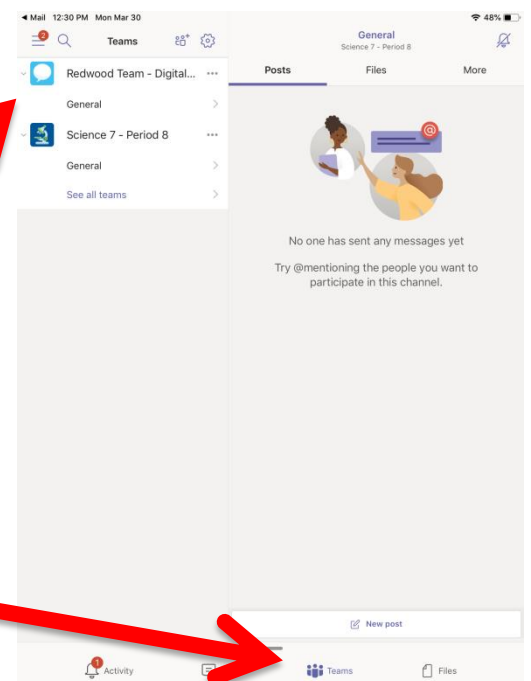
After you use the link to join, you will get a window in Teams like this- click 'Join Team'

Your teacher will then need to verify you joining.

Once that is done, you should be able to see the 'Team' you joined in your teams section

Not seeing it? Try logging out and logging back in. If that doesn't work, you can email your teacher.

Note: make sure you're in the Team section – it will be purple indicating that you're in that area



# Accessing Microsoft Teams

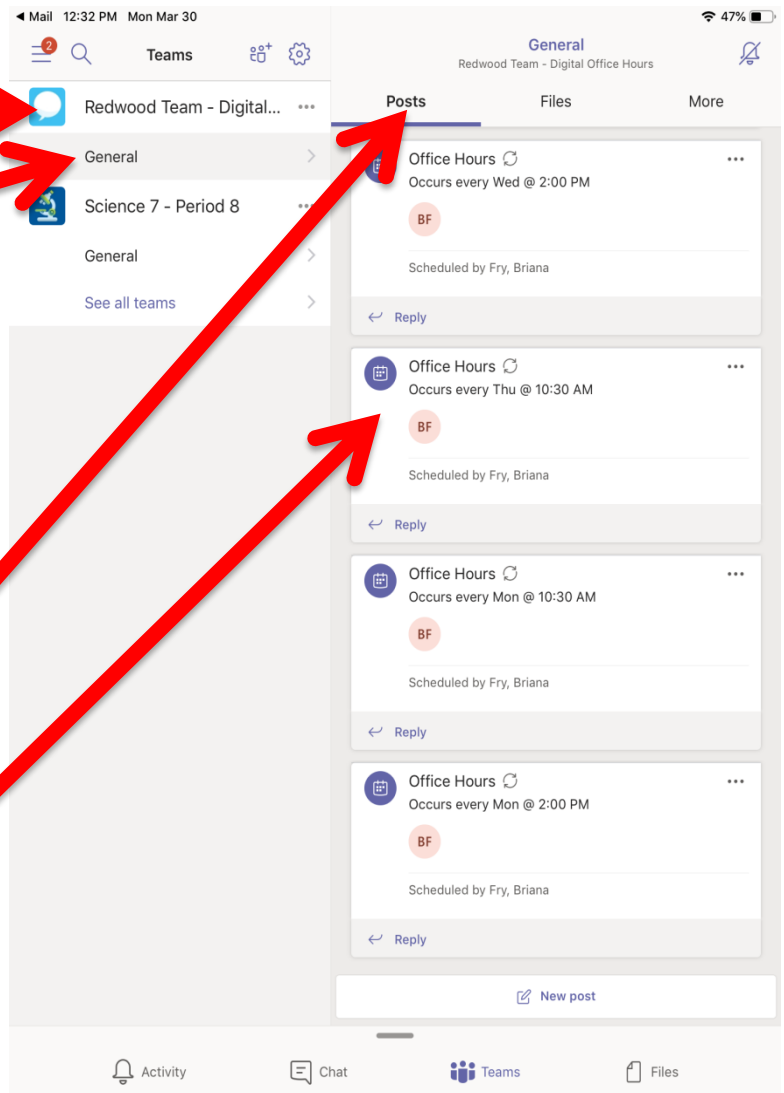
## Step 6: Showing Up For a Meeting

When you want to join an actual meeting (show up) first find the team you want

Then click the 'General' and information will appear in the right portion of the screen

Notice at this point we are in the 'Posts' portion, there are other options, like 'files' and 'more'

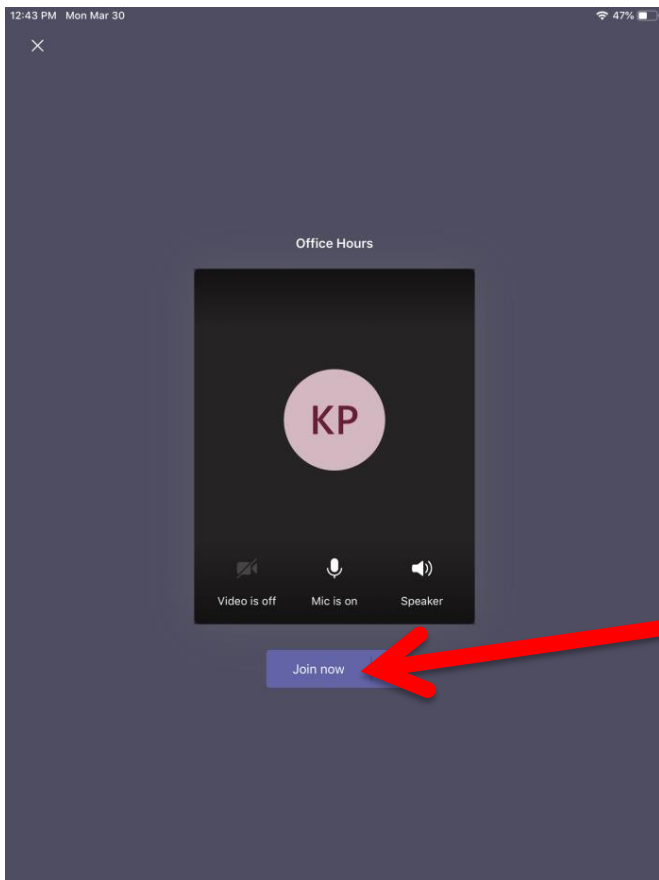
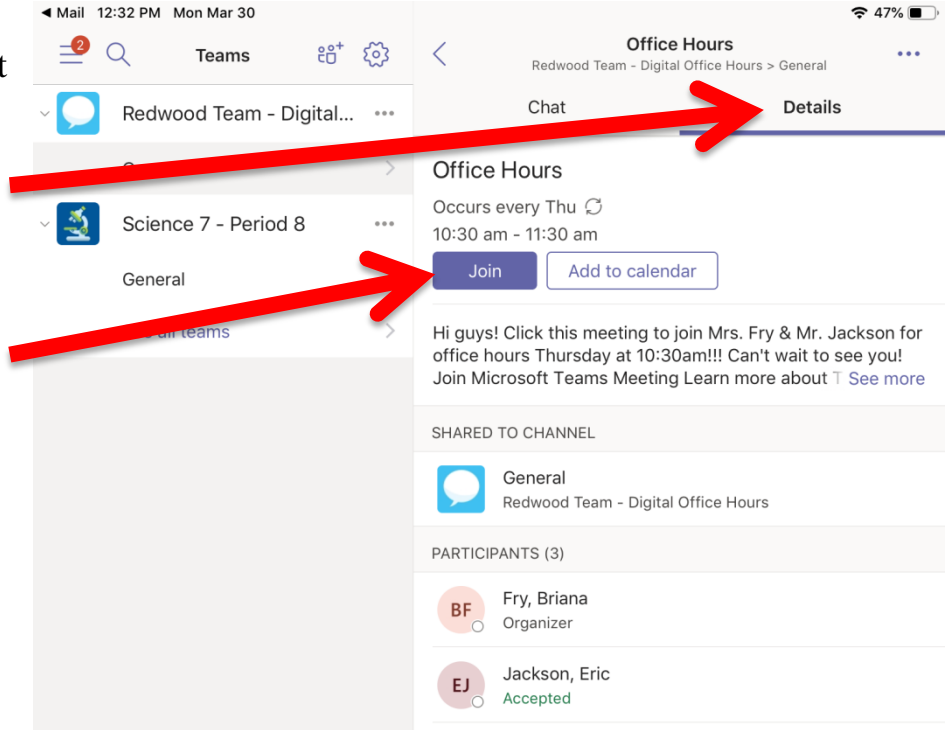
Some classes may have multiple meetings scheduled—pick the one that you want to attend (for this example, selected the Office Hours Thu @ 10:30)



## Accessing Microsoft Teams

Once you've clicked on a specific meeting you will want to make sure you are in the 'Details' section (indicated by the purple line being under it)

Then, you will click on the 'Join' button



The last screen you will see before entering the meeting is the one to the left. You will then have the opportunity to turn features on/off by clicking on them

- Turn the video ON
- Turn the mic OFF
- Turn the speaker ON

You are ready to JOIN NOW

# Accessing Microsoft Teams



1. Allows you to turn the camera on/off
2. Allows you to turn the mic on/off
3. Allows you to share a document
4. Gives you other options
5. Allows you to 'chat' – use this to ask questions. If the teacher feels like they need you to verbally explain, we can chat back and have you turn on your mic.
6. End call/chat