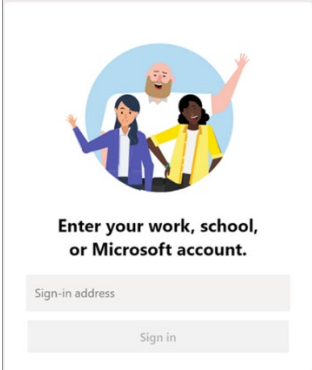

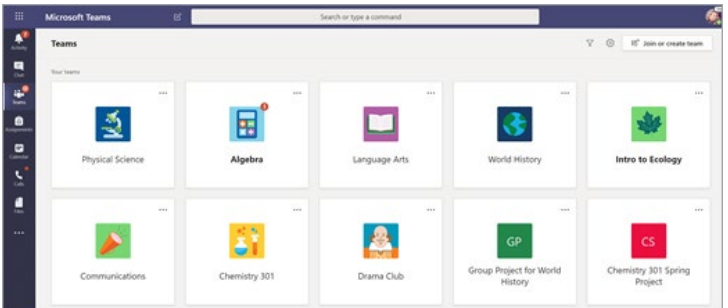
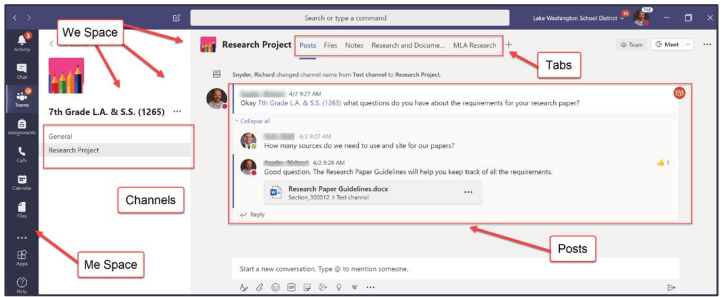





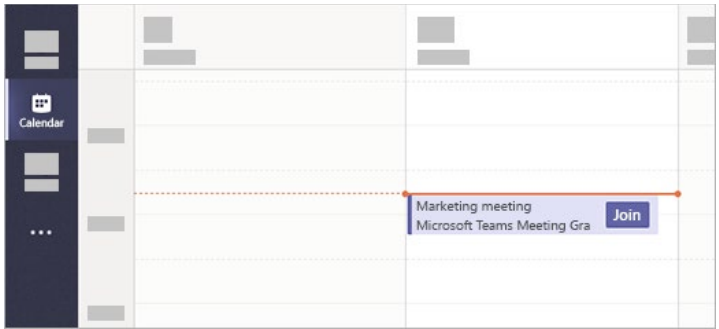
MICROSOFT CLASSROOM TEAMS: STUDENT QUICK START

Access	Open Microsoft Teams on your computer and sign in with your LWSD email and password .	
	Select Teams  to see which class teams you are in. You will see a tile for each class.	
Terms and Features	<ul style="list-style-type: none">• Me Space: Blue bar along the left and top used to navigate Teams.• We Space: Collaborative area in the middle of the screen. Information is visible to every member.• Channels: Used to organize different topics or groups. Every Classroom Team includes a General Channel.• Posts: Navigation to Posts, Files, Notes (OneNote Collaboration Space) and links to websites, tools or documents.• Posts: Used for announcements, polls and conversations.	

Join a Teams Call

If your teacher sent a calendar invite to a meeting:

- Select **Calendar**  on the left side of the Me Space to see meetings.
- Find the meeting and select **Join**.
- You can also **click** on the calendar event to open the appointment and select **Join**.



If your teacher invites you into a meeting within a Teams Channel:

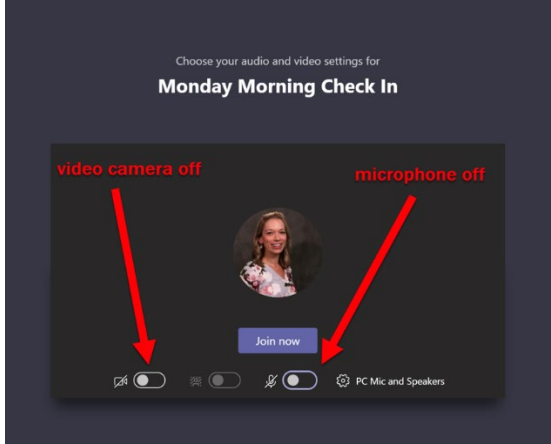
You will see an invitation to join, content, and who else is in the meeting.

Select **Join**.



Privacy Reminders

- ✓ Talk with your parents about **where you will be located** when joining video meetings and **if it is okay to turn on your camera**.
- ✓ **Turn off your camera and mute your microphone** prior to joining meetings.
- ✓ Wear **school-appropriate attire** when participating in video meetings.



Tips & Tricks

If you are not able to access your Classroom Team:

- ✓ Make sure you are using your correct LWSD email address and password.
- ✓ Make sure you are accessing your Classroom Team through Microsoft Teams on your LWSD computer, or through <https://teams.microsoft.com/>.
- ✓ Make sure your device is connected to a network.

Resources

For more information, click on the link to the **Microsoft Teams support page**. The case-sensitive short URL can also be clicked or typed into a web browser from any device.

[Microsoft Teams for Education: Quick Start for Students](#)

- Short URL: <https://bit.ly/MSTeamsStudent>

Please note that some of the features highlighted in the information from Microsoft, like Chat, are not utilized by Lake Washington School District at this time.