VCS APPLE LEARNING PROGRAM
Instruction Technology Services
Title I Tech Team

LOGGING INTO TEAMS

🍎 Tap the **TEAMS** app to open.

🍎 Tap the **Sign-In Address** box and enter your VPortal username.*1alpha@vcs2go.net*

🍎 Enter your VPortal password. **MMDDYYY**

🍎 Tap **OK** to give access to microphone and camera.

POSTING IN A TEAM

Once you are on the Teams home screen, you will see your class team on the left side of the iPad screen. On the right side of the screen is where you will post information for your teacher and classmates to view.

🍎 Tap **REPLY** to respond to something your teacher or a classmate wrote.

🍎 Tap **NEW POST** to post text, photo, video, or document to the class.

🍎 Tap on someone's posted photo, video, or document to view full screen.

TOOLS IN TEAMS (on the bottom of the iPad screen)

🍎 Tap the **ACTIVITY** tool to see everyplace you have been mentioned in your class team or group.

🍎 Tap the **TEAMS** tool to see all the teams that you are a part of.

🍎 Tap **ASSIGNMENTS** tool to see what assignments your teacher has given you and when they are due.

🍎 Tap the **CALENDAR** tool see when you have meetings or work due.

🍎 Tap **RSVP** to tell your teacher you will be at a meeting.

🍎 Tap **JOIN** a few minutes before the meeting starts.

🍎 Tap **CALLS** to see when your teacher has called you.

🍎 Tap **FILES** to see any files your teacher may need you to have and/or edit.

LOGGING OUT OF TEAMS

🍎 Tap on the **3 lines** located on the top left of the iPad screen.

🍎 Tap on **SETTINGS** listed below your name.

🍎 Scroll down **inside** the box that pops up, in the middle of the screen.

🍎 Find and tap on **SIGN OUT**.

Created by Monica Prather
Apple Learning Resource Teacher