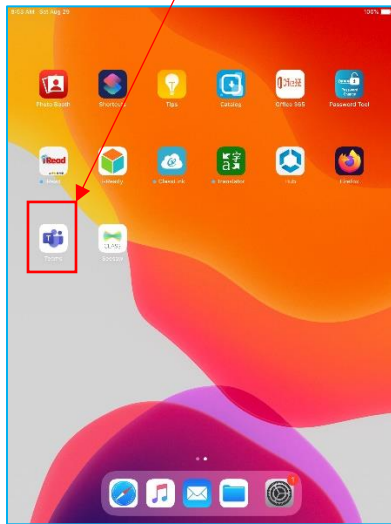




Using Teams on an iPad

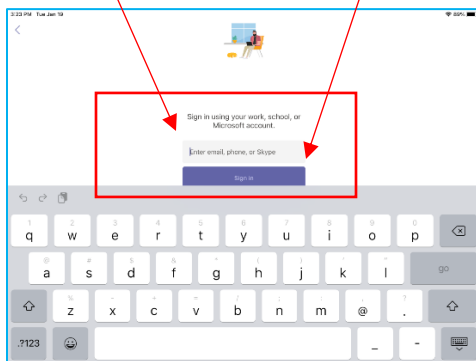
LOGGING IN TO TEAMS

Click on the **TEAMS** app.

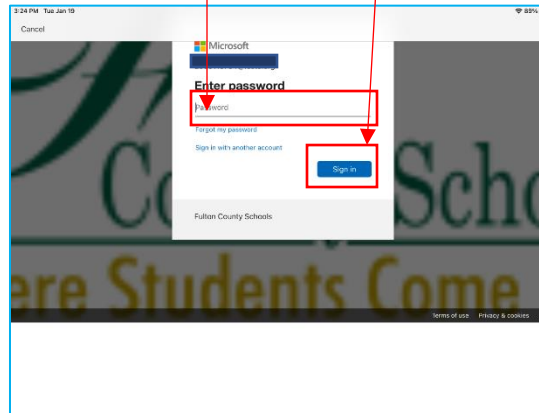


Enter your FCS email (student#@fcstu.org)

200012365@fcstu.org and click **sign in**.



Enter your password (birthday) mmddyyyy. For example: 08092011 Click on **sign in**.

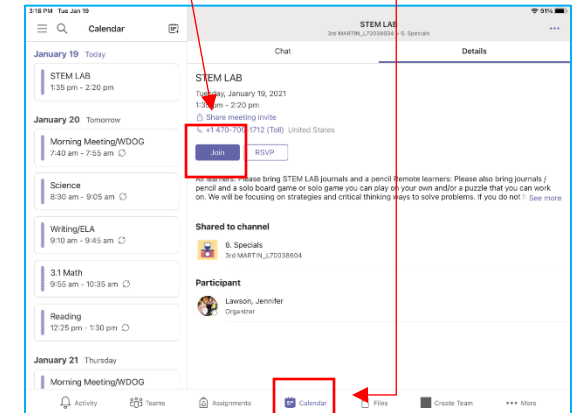


You can access TEAMS through Classlink. On an iPad it is easier to use the app. Remember you will still be accessing other apps through Classlink

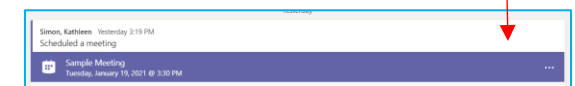
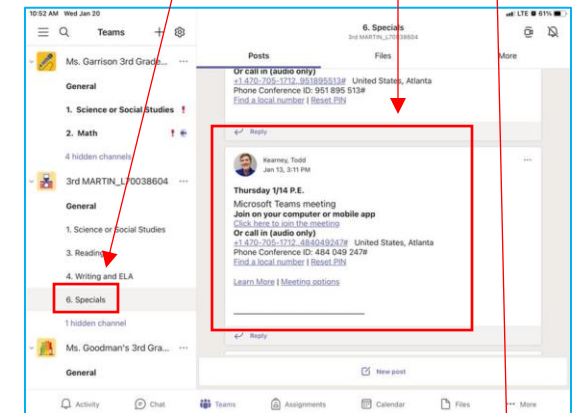
ENTERING A MEETING

There is more than one way to locate and enter a class meeting. Remember if you don't see a meeting on your calendar, you can look on the Team and the channel and locate the meeting there.

Click on the **calendar** and locate your meeting. Click on the **join** button.



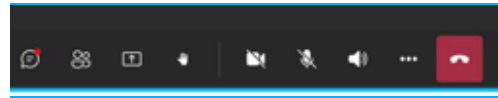
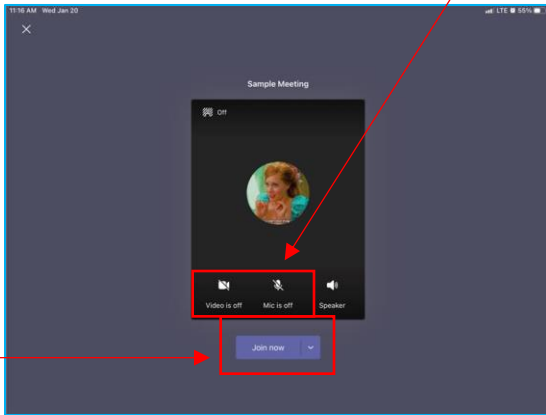
OR go to the channel and locate your meeting there.





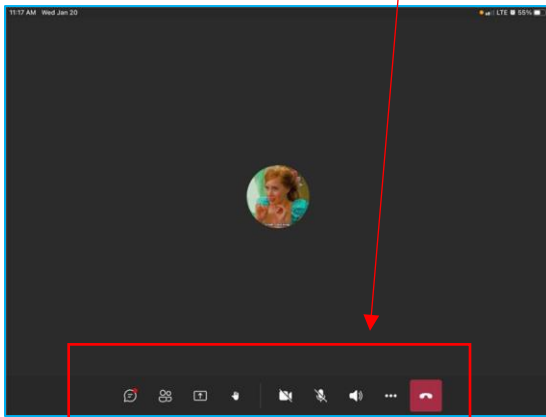
Using Teams on an iPad

Click on the **Join now** button. Make sure your **mic is muted** when you enter the meeting. Turn your **camera on** when your teacher asks you to.



	Chat
	Meeting attendees
	Share my screen
	Raise my hand
	Camera on/off
	Mic mute/unmute
	speaker
	Other tools
	Hang up

Once you are in the meeting, the **task bar** will help you navigate the meeting.



MEETING EXPECTATIONS

- Students are expected to turn cameras on as directed by the teacher to gauge participation.
- Students are expected to verbally answer or type responses when called upon by teachers.
- Students must be present/participating the entire block.
- Students must complete independent tasks as directed by teachers.