**Using Microsoft Teams**

When you start the computer, Teams should open automatically. If not, click the Teams icon on the desktop.



After you log in to Teams, click on the Teams icon on the left side of the app.



You will see all classes that your child is enrolled in at this time. Click on a subject to get started.

Follow the schedule that the teacher has provided (It will be in e-mail and the Teams Posts)

Once inside a subject, click on Posts at the top.



At the bottom of the Posts screen, you will see any new information that the teacher has posted.

Look for videos, assignments, and invitations to join meetings on the Posts Tab.

**Checking for Assignment:**

You should also check under the assignments tab after checking Posts.

While in the subject you are working on (Language Art, Math, Science, or Social Studies), click on Assignments on the top of the screen.



Look for the assigned work for the day. Click on the assignment to begin working. Follow instructions provided by the teacher.

Also, be sure to check Outlook e-mail every day for updates from the district, school, or teacher.

