

Instructions for Students to Access Teams

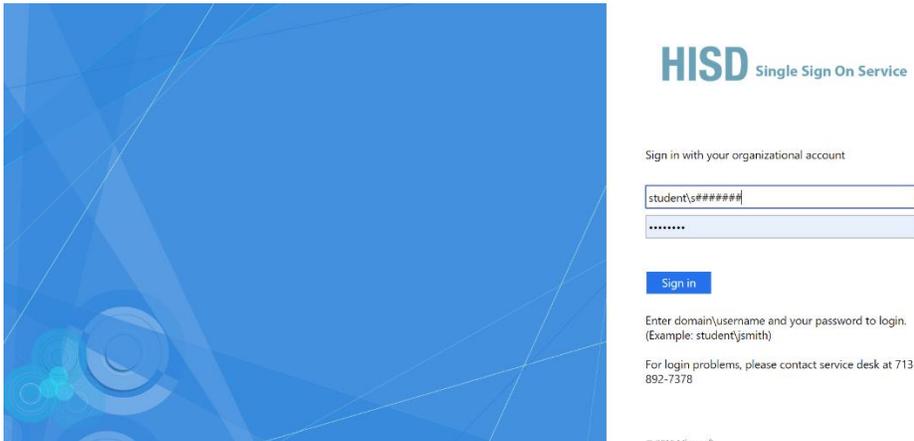
1. Go to office365.houstonisd.org.

office365.houstonisd.org ▾

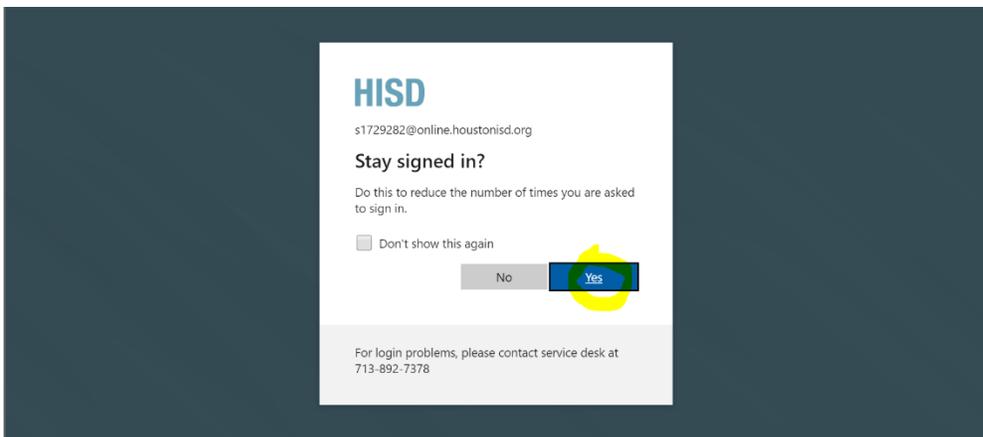
Office 365 - Houston ISD

To find out if your web browser supports JavaScript or to enable JavaScript, see web browser help. Houston ISD SSO Service. Sign in with your organizational ...

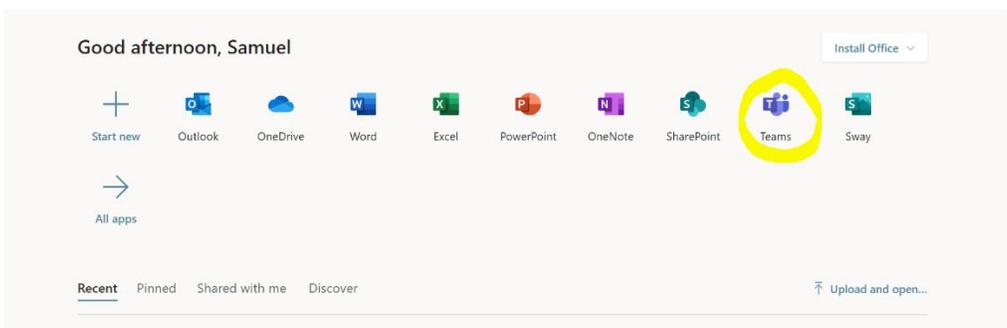
2. Enter “student\s#####” with your child’s ID number. The password is their birthdate as MMDDYYYY.



3. Click YES to stay signed in if on private computer.



4. Click on Teams, and Teams will open and be ready to use!

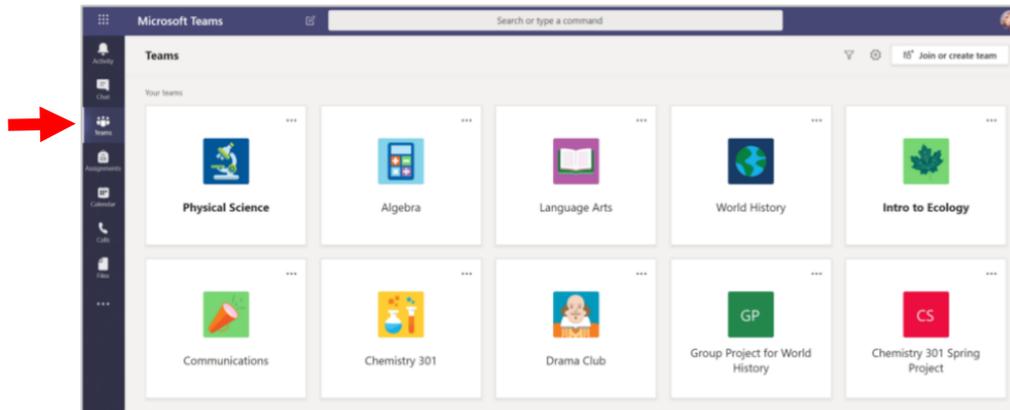


Using Teams to Join a Class Meeting

1. From the menu bar along the left, select Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

Note: Don't see any class team tiles? Your teacher may have invited you to join your class team with:

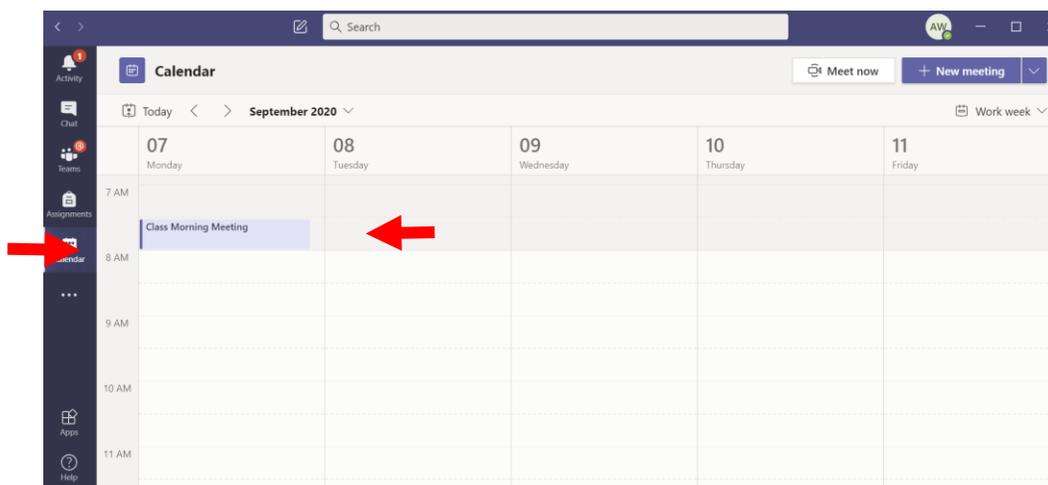
- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email)



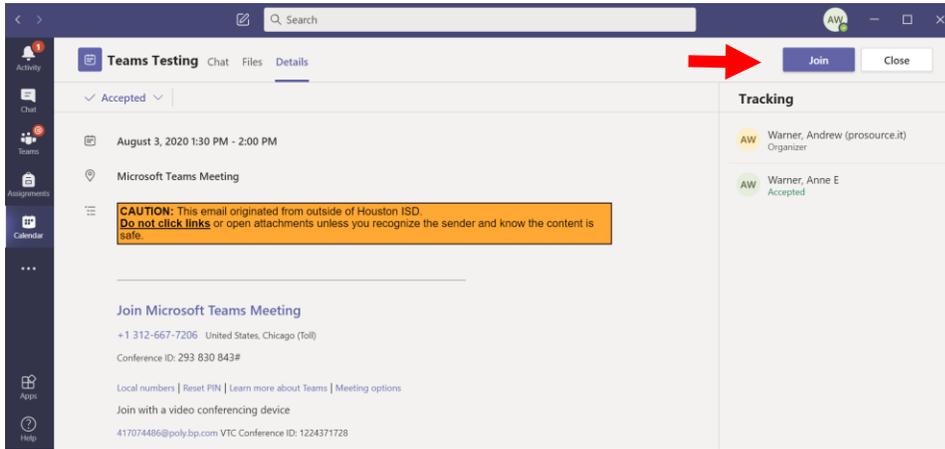
2. When you see your class tiles, click on one to start connecting with your teacher and classmates.

3. Your teacher can choose to set a calendar invitation or simply begin a meeting at a given time.

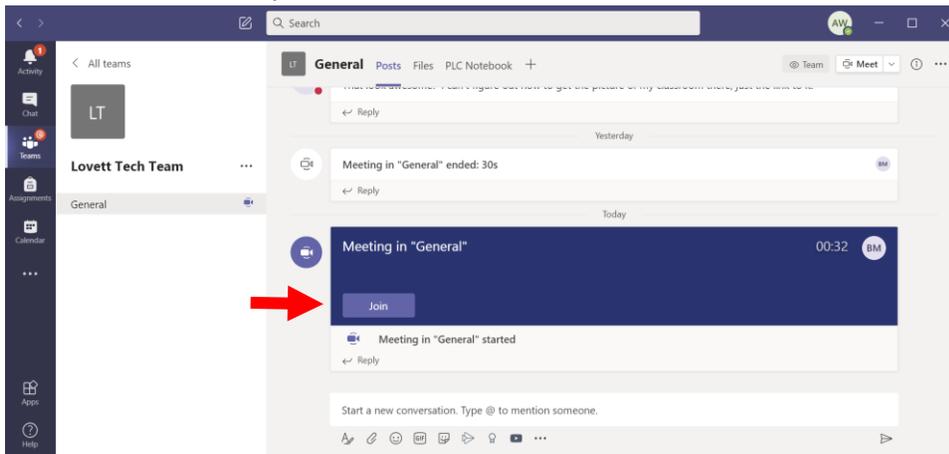
- To join a class meeting **through a calendar link**, click on Calendar in the left menu bar. Then click on the meeting you want to join.



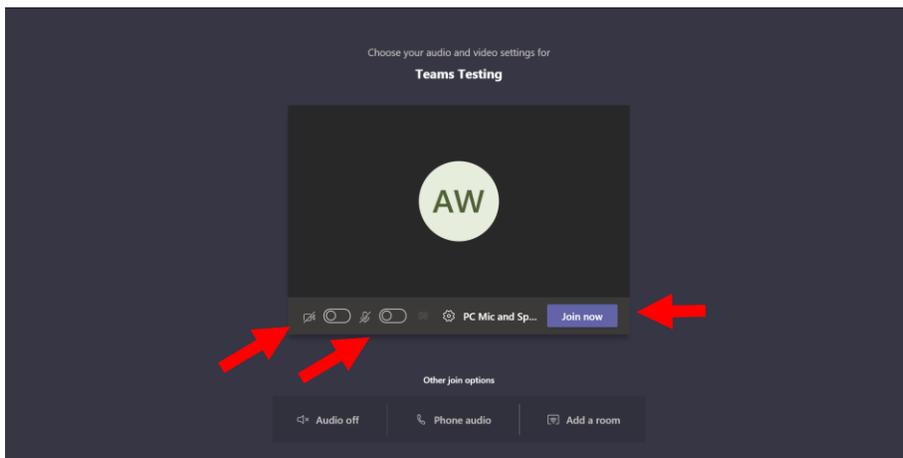
In the top right corner of the open calendar invitation, click **Join**.



- To join a class meeting that your teacher has already **started in your class team**, click on your class team tile then click **Join**. You may see this option in the general posts page, or you may see it in a banner across the top.



4. Before you have joined live, you will need to turn your camera on/off and your microphone on/off depending on your teacher's preferences. After your camera and microphone are set, click **Join now**.



If your teacher calls you, you will see a notification on your screen. To answer, click the purple video camera on the left.

