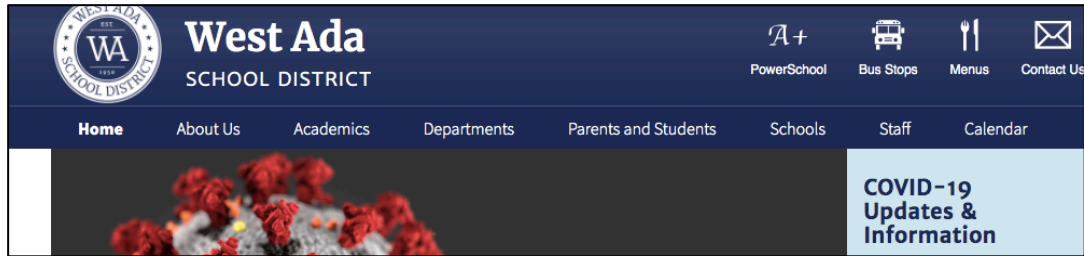
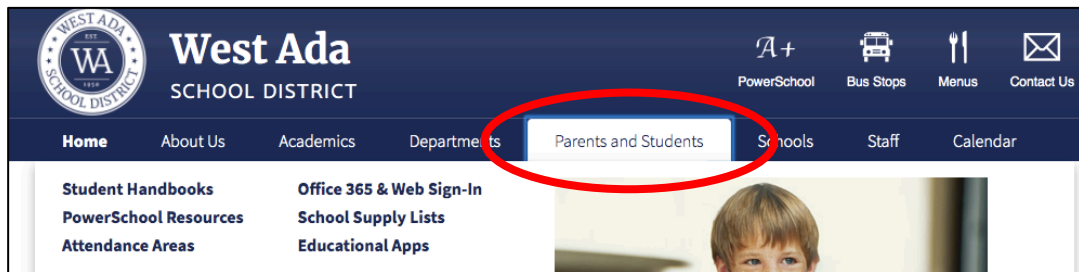


HOW TO ACCESS MICROSOFT TEAMS FROM THE WEST ADA SCHOOL DISTRICT WEBSITE

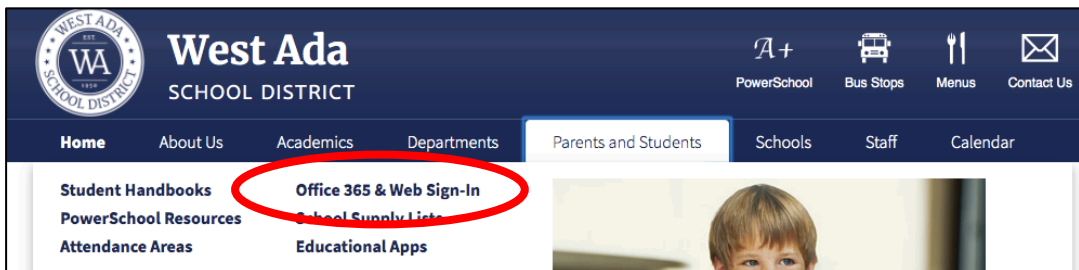
1. Go to the West Ada School District Website.



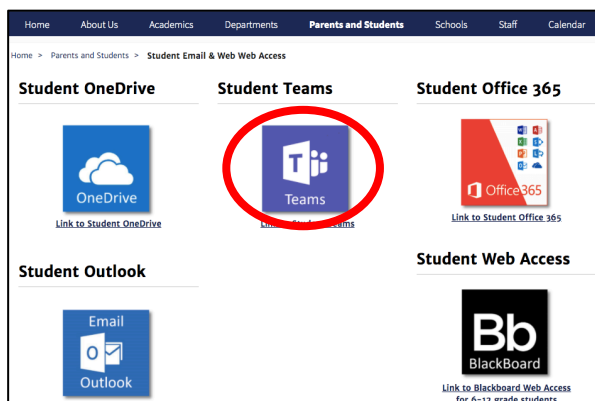
2. Click on Parents and Students.



3. Click on Office 365 & Web Sign-In. Sign in using your school username the password.

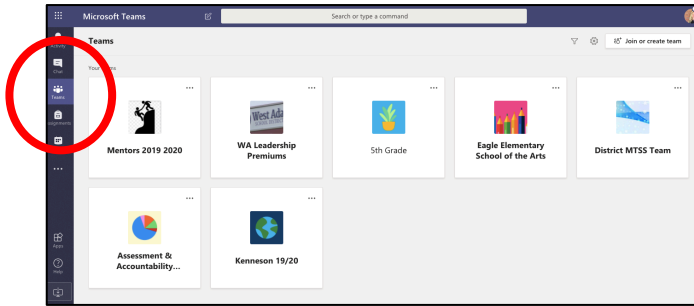


4. Click on Student Teams.

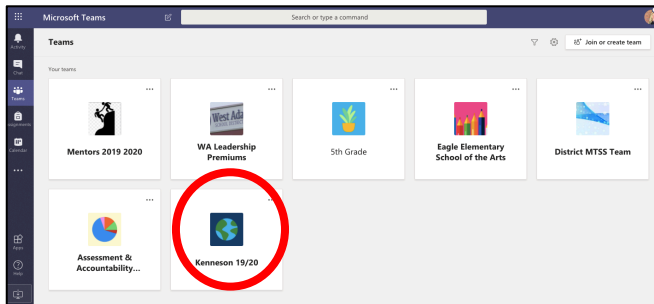


HOW TO ACCESS SCHEDULED MEETINGS WITH YOUR TEACHER ON MICROSOFT TEAMS

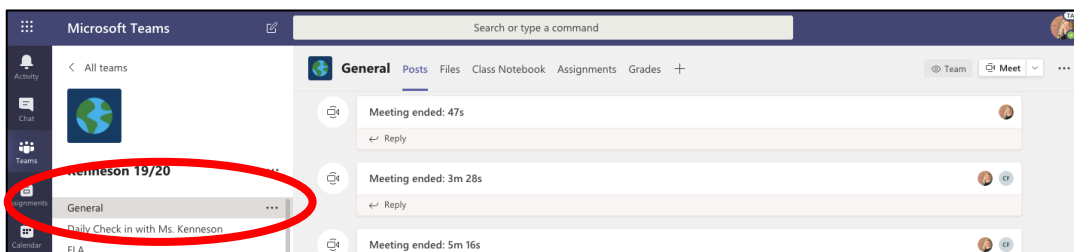
1. Click Teams in the left-hand column.



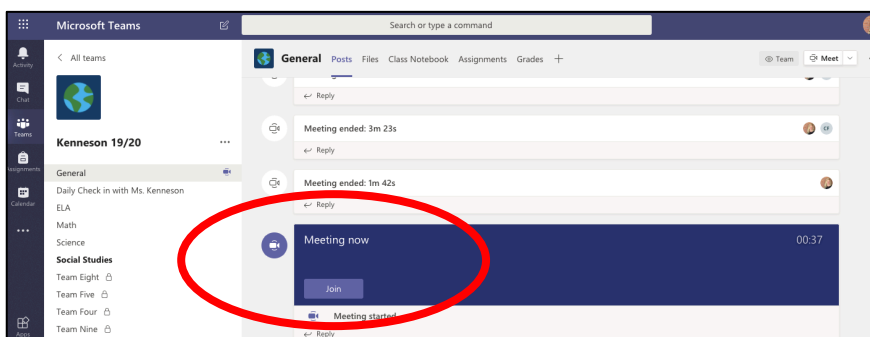
2. Click on your classroom team.



3. Make sure that you are in the general tab. You teacher will be scheduling your meetings through the general tab.



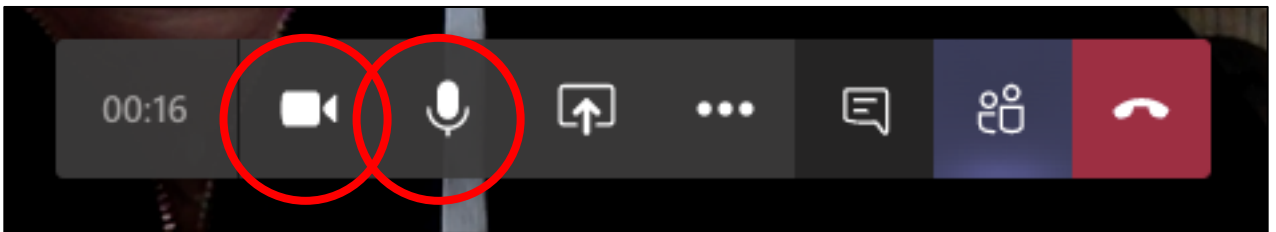
4. When you see the purple meeting box and it is your scheduled time for a meeting, click join.



IMPORTANT TIPS FOR VIDEO CHAT MEETINGS WITH YOUR TEACHER!

1. Please try to access your teams prior to the scheduled meeting so that you are comfortable using teams.

2. Make sure that your camera and microphone are turned on. Hover over your screen to access the tool bar that will allow you to access these controls. You click on the icon to control that function.



If you do not have an internal microphone on your computer, a headset may be helpful. Please check the sound settings on your computers.

3. When you are finished with your video chat meeting, please make sure to click on the red hang-up button.

