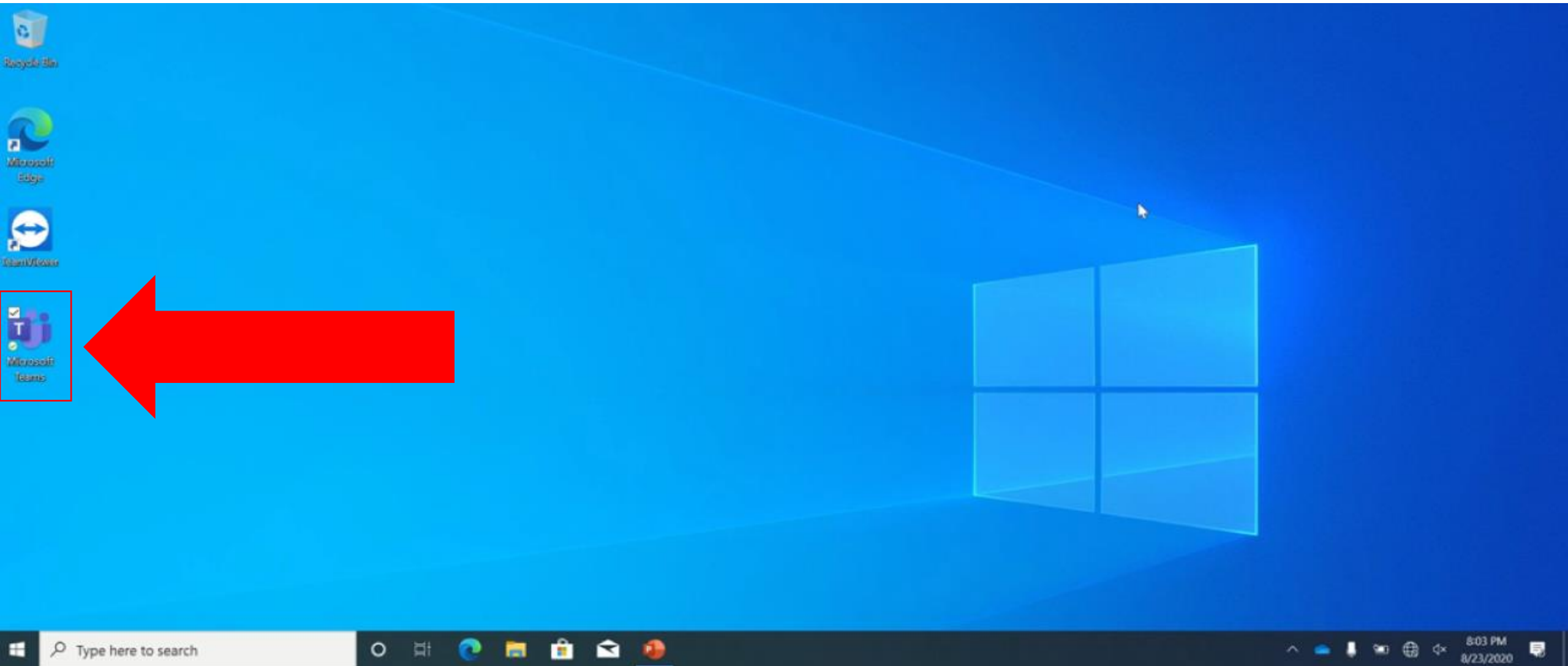


How to connect your child to
class using **Microsoft Teams**

Step 1) Click on the Microsoft Teams Icon



Step 2) Click on the class you want to connect to

The screenshot displays the Microsoft Teams application window. On the left sidebar, under 'All teams', the 'Parent Virtual Academy' team is listed with a green 'PV' icon. The 'General' channel is selected and highlighted with a red box. A large red arrow points upwards towards this 'General' tab. The main content area shows the 'General' channel with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The channel history includes a message from 'Veloz, Omar' stating 'Veloz, Omar has added Trainer to the team.' and another message stating 'Veloz, Omar changed team description.' Below these messages is a meeting card for 'First Day of School Student Orientation' with a 'Join' button. The meeting is scheduled for Sunday, August 23, 2020, at 8:00 PM. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

Step 4) Click on Join to enter the class

The screenshot displays the Microsoft Teams application window. On the left sidebar, the 'Parent Virtual Academy' team is selected, with the 'General' channel active. The main content area shows a meeting card titled 'First Day of School Student Orientation' with a duration of 06:05. A large red arrow points to the 'Join' button on the meeting card. Below the meeting card, there is a feedback section with five stars and the text 'How was the call quality?'. A message from 'Veloz, Omar' at 7:54 PM states 'Scheduled a meeting'. Below this, a meeting card for 'First Day of School Student Orientation' on Sunday, August 23, 2020, at 8:00 PM is visible. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

Search

All teams

PV

Parent Virtual Academy

General

Team Meet

First Day of School Student Orientation 06:05

Join

How was the call quality?

Veloz, Omar 7:54 PM
Scheduled a meeting

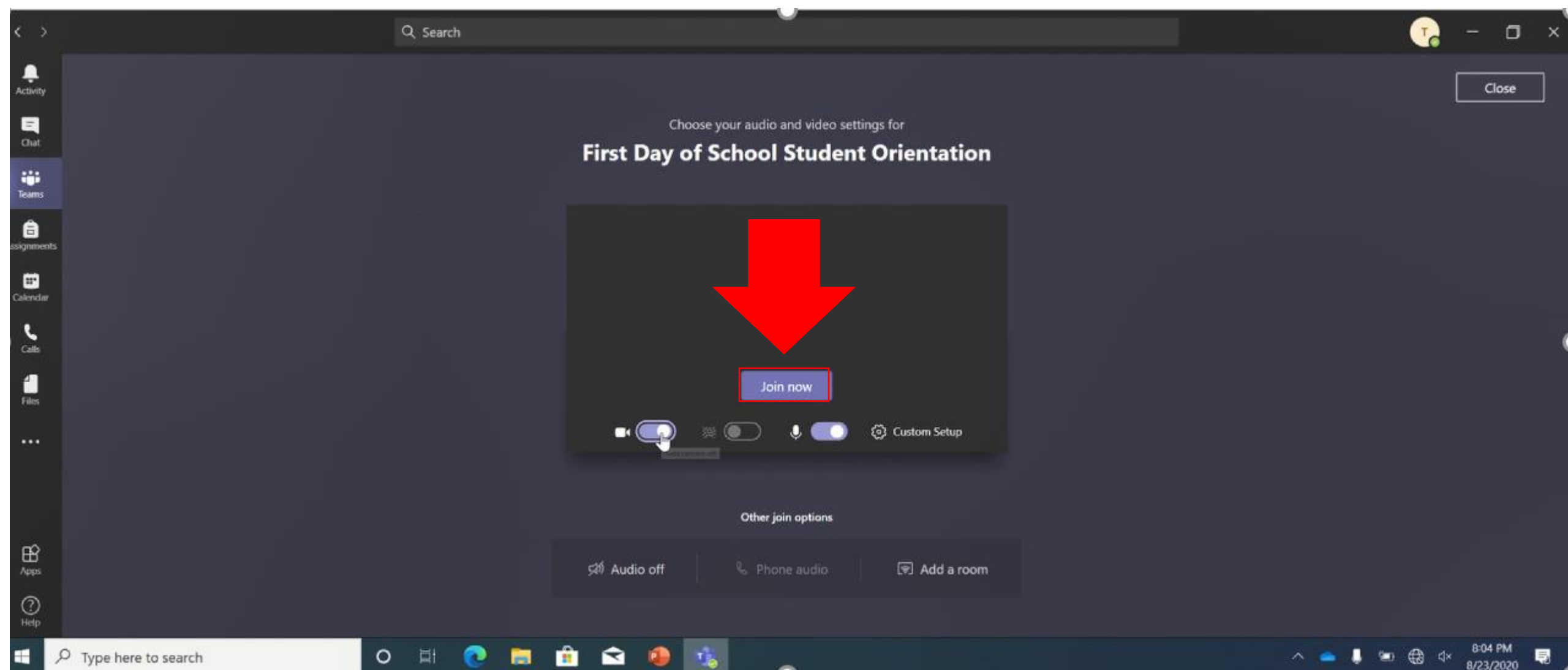
First Day of School Student Orientation
Sunday, August 23, 2020 @ 8:00 PM

Start a new conversation. Type @ to mention someone.

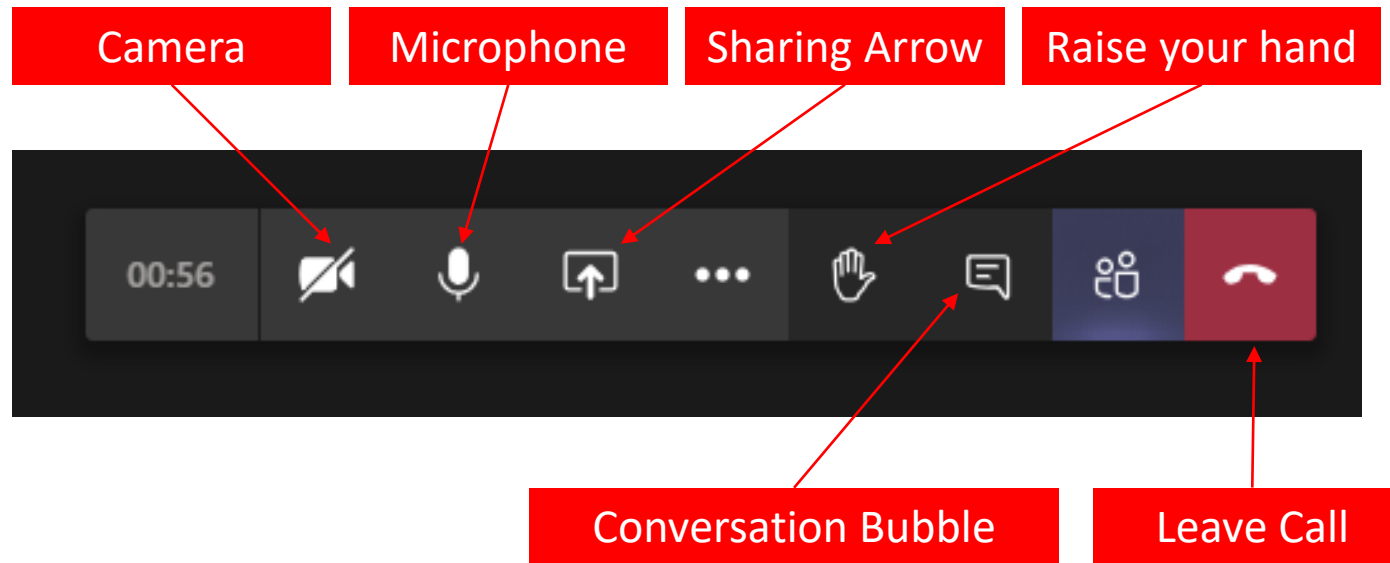
Type here to search

8:04 PM 8/23/2020

Step 5) Click on Join now

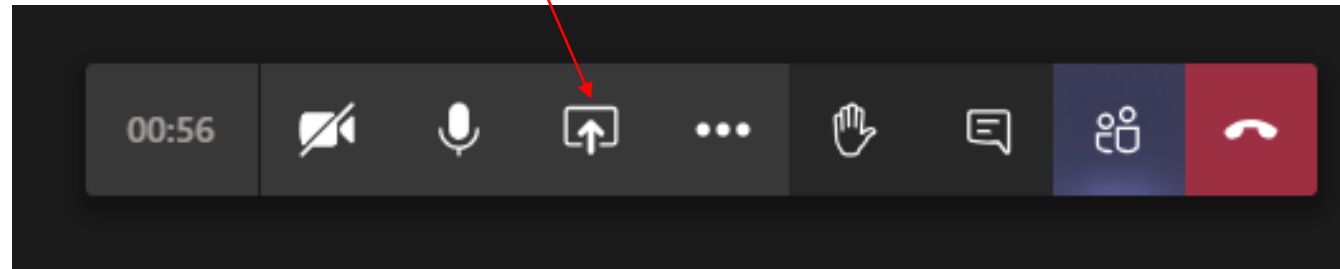


The communications bar



How to share a screen to share work

Step 1) Click on the sharing arrow



Step 2) Select Screen #1 Desktop

