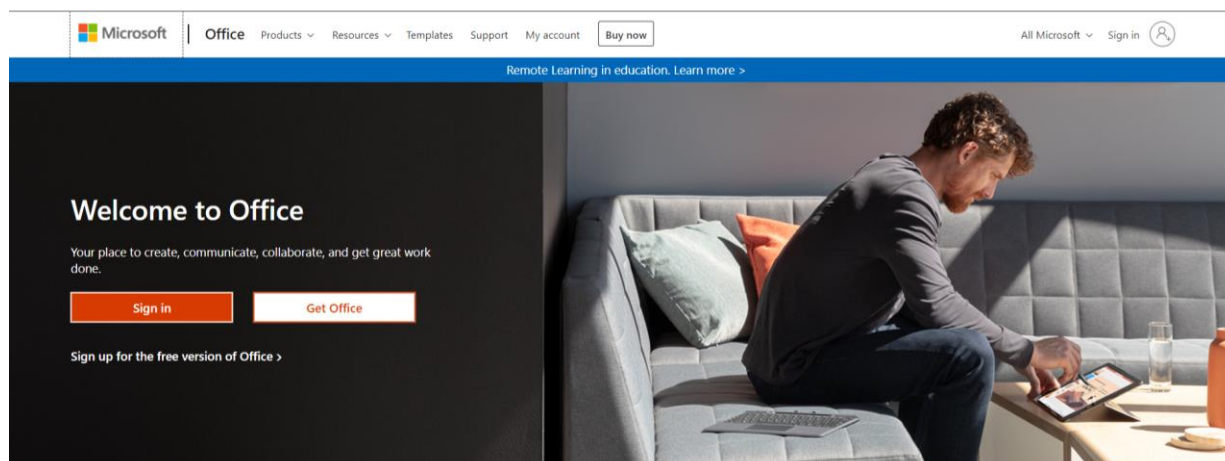# Part One: Getting Into Your Student Account

Objective: Log in to the student's Office 365 account and access apps in order to prepare for parent-teacher Teams meetings.

Begin by getting to the Office 365 home page. You may go directly to office.com. There is also a link on our grid; it is the second block from the left on the second row. It will take you to office.com.
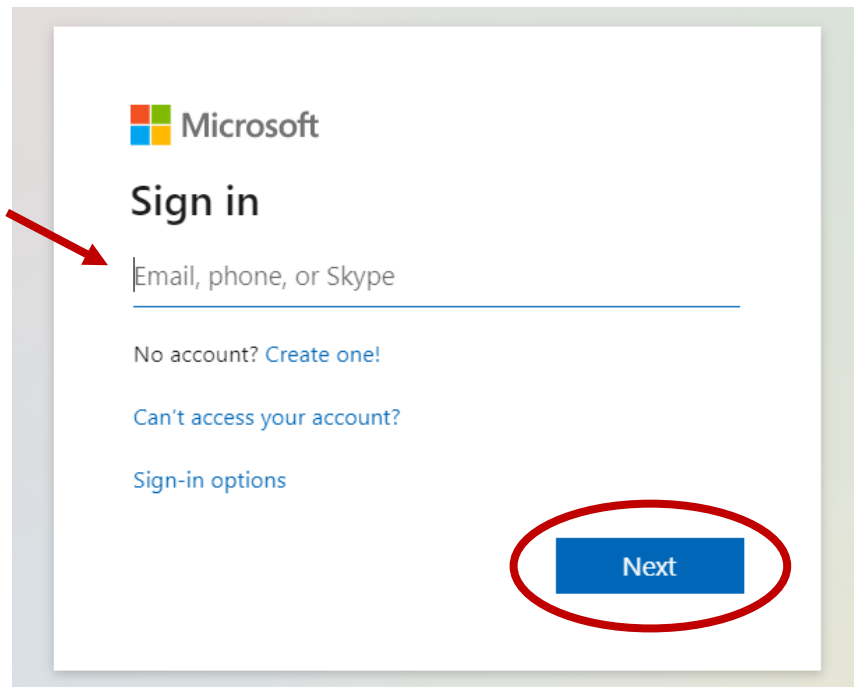

This is the Office 365 login page. Click on the orange "Sign In" button.
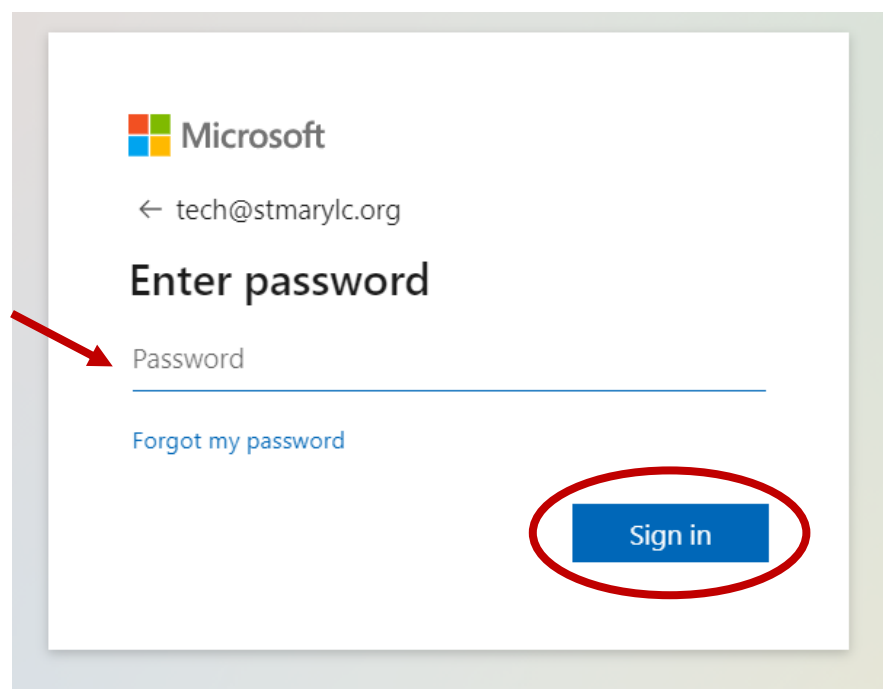

Sign in to use your favorite productivity apps from any device

You will see the login box pop up. Click once above the blue line, where it says "Email, phone or Skype" and type in your child's Office email address (students@stmarylc.org, for example). Click on the blue "Next" button.
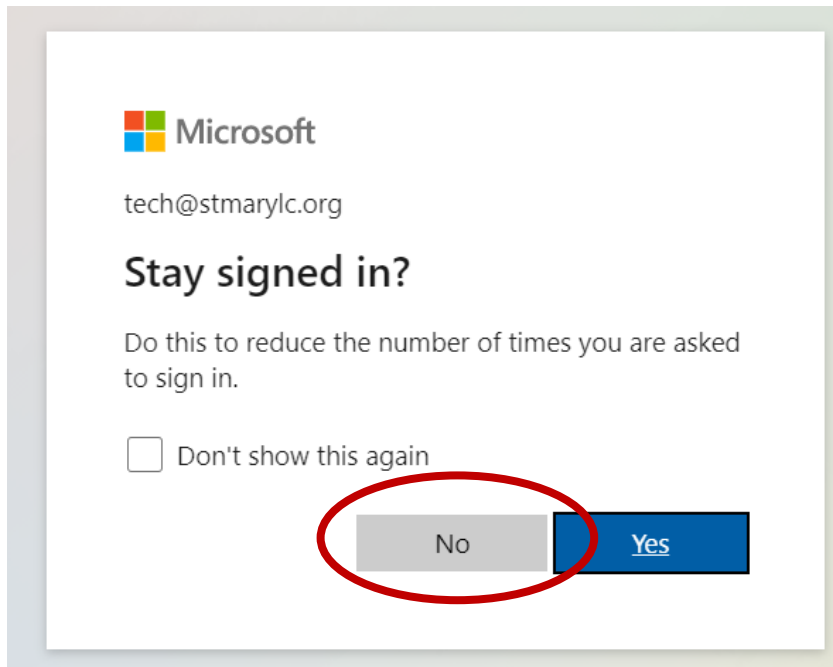

Now the password screen pops up. Enter the password associated with the child's account above the blue line, where it says "Password." Click on the blue "Sign in" button.

A pop up will ask if you want to stay signed in. For your child's privacy and security, please select "No."
You may check the "Don't show this again" box, but in my experience the box will continue to appear.

The next screen shows your dashboard. Where this photo shows, "Good morning, Sample" you should
see your child's name in place of the word "Sample." The dashboard is one way you can access all your
applications. (I'll show more ways later.) You can already see the icons for Outlook (email) and Teams.
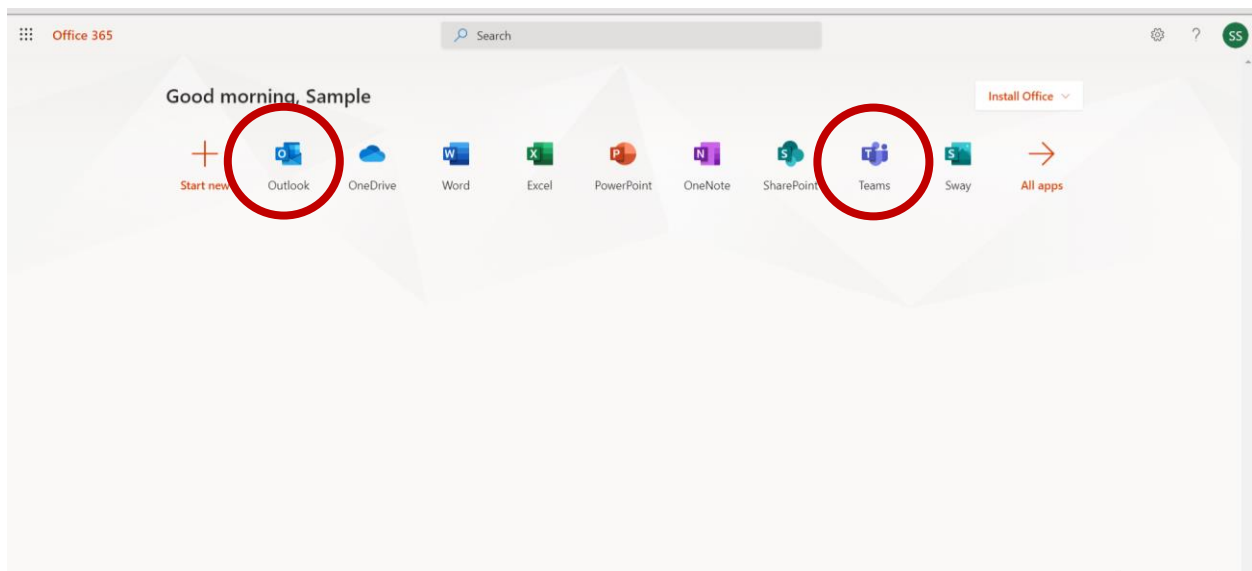
You may access the Calendar app several different ways. The first is to click on the Arrow/ "All apps" icon found on your dashboard. Other ways will be shown as we start using Teams.
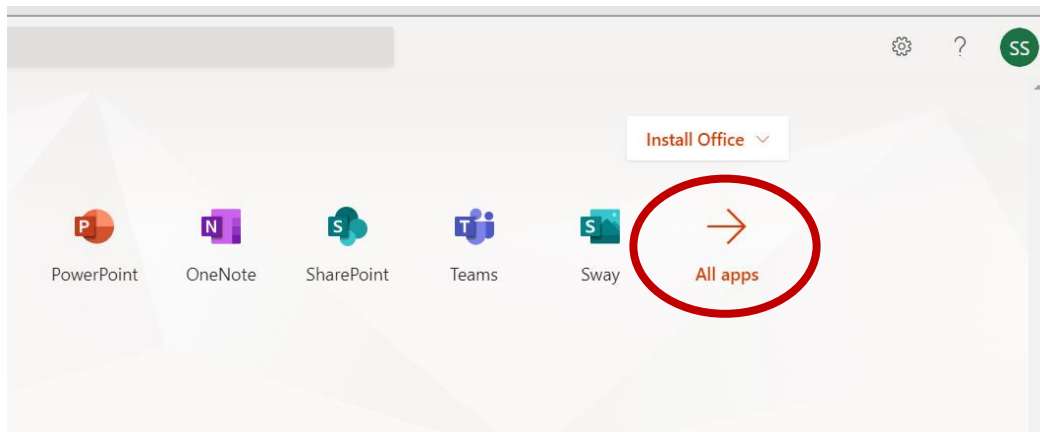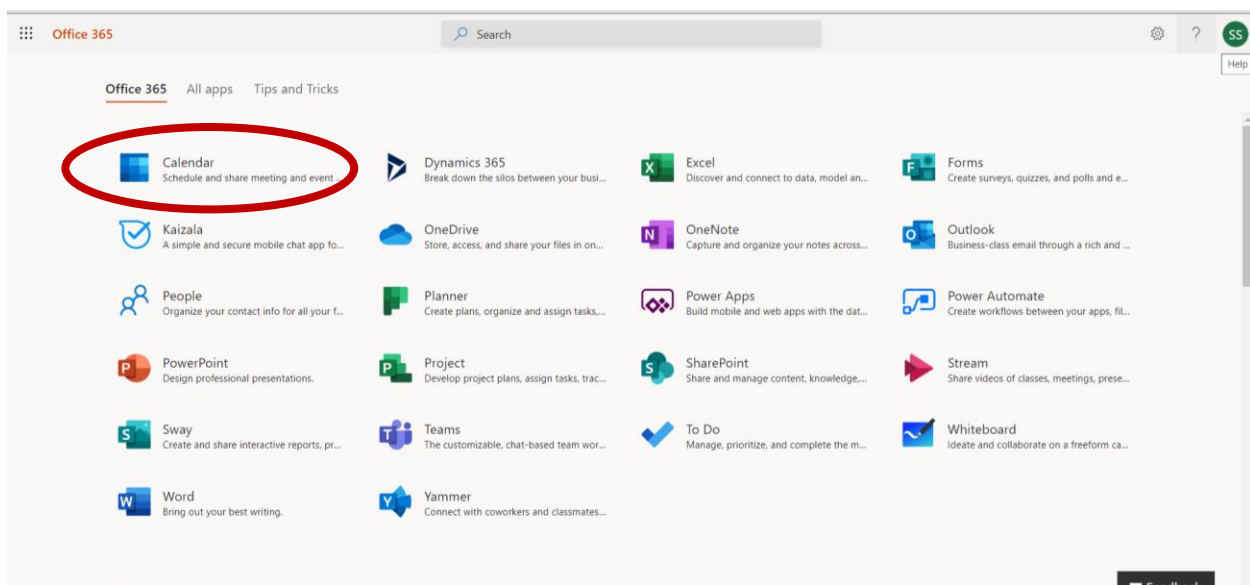

Now you'll see all the apps for which your child has access.   The Calendar app is on the top, left.


Your child is welcome and encouraged to begin using the apps for school work—especially Word, Excel, PowerPoint, Teams and OneNote. Use of Outlook (email) should be limited to parents and junior high students. We encourage parents to begin periodic checks in Outlook. Teams meeting messages will go to this account.

To return to the dashboard from any app within Office 365, go to the top, left corner and click on the "waffle."
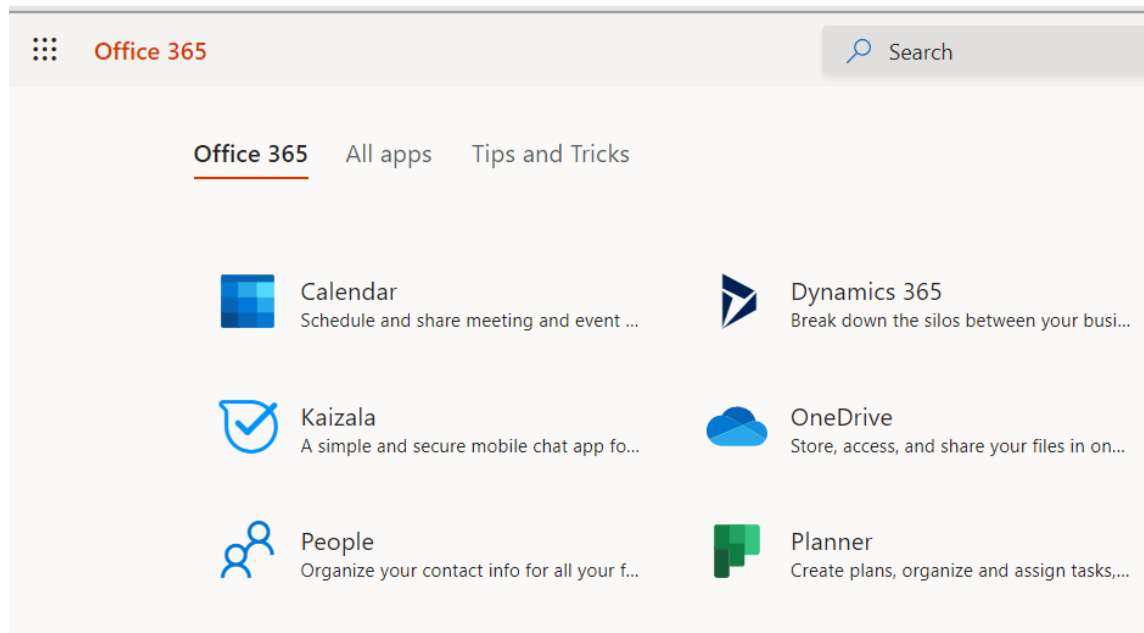
A menu will appear that allows you to quickly navigate to frequently-used apps as well as the dashboard. If you click on the orange "Office 365 →" link, it will take you back to the dashboard.
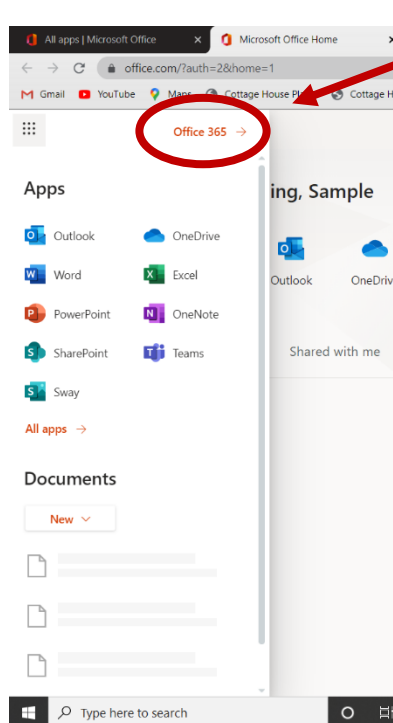
An important note: please help your child understand the difference between a "business" account (here, a school account) and a personal account. All use of the school's Office 365 account should be school-related and should exemplify our Catholic standards of behavior. For more information or questions about our campus tech and/ or behavior expectations, please see your handbook or phone the school office at (281) 332-4014.

# Part Two: Joining and Participating In a Campus Teams Meeting

Soon you should receive an email inviting you to your parent-teacher Teams conference. ==**This email will be sent to your child's school email account**==. It's important to log in, access Outlook, and check for that message. It contains a link to join the meeting. For your child's security we will not allow participants to join from emails outside our school's Office 365 system.

NOTE: there are many ways to enter a Teams meeting; this is just one. We're limiting it to this one to reduce confusion for new users.
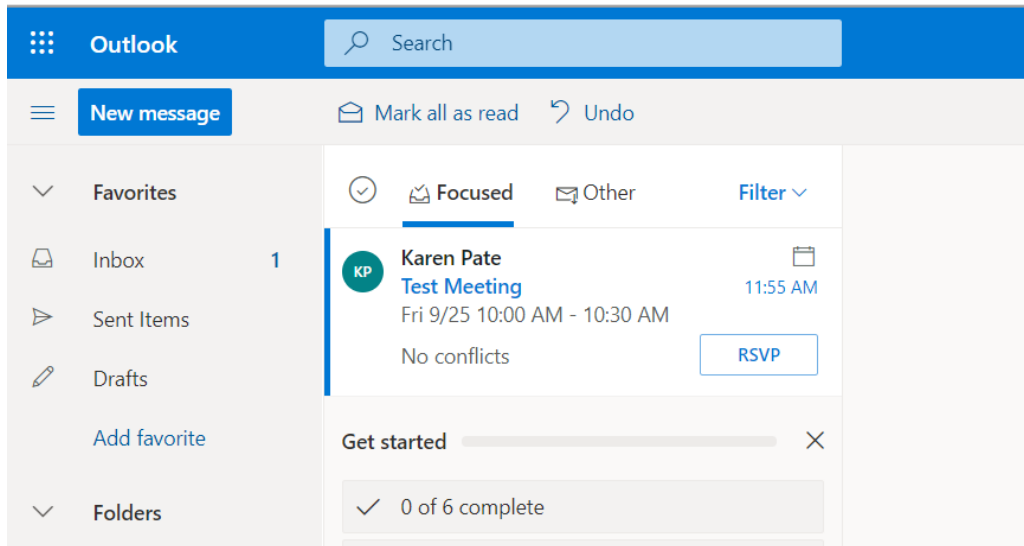
To check your child's school email, follow the steps in Part One to get into the account. On the dashboard, click on the Outlook icon.
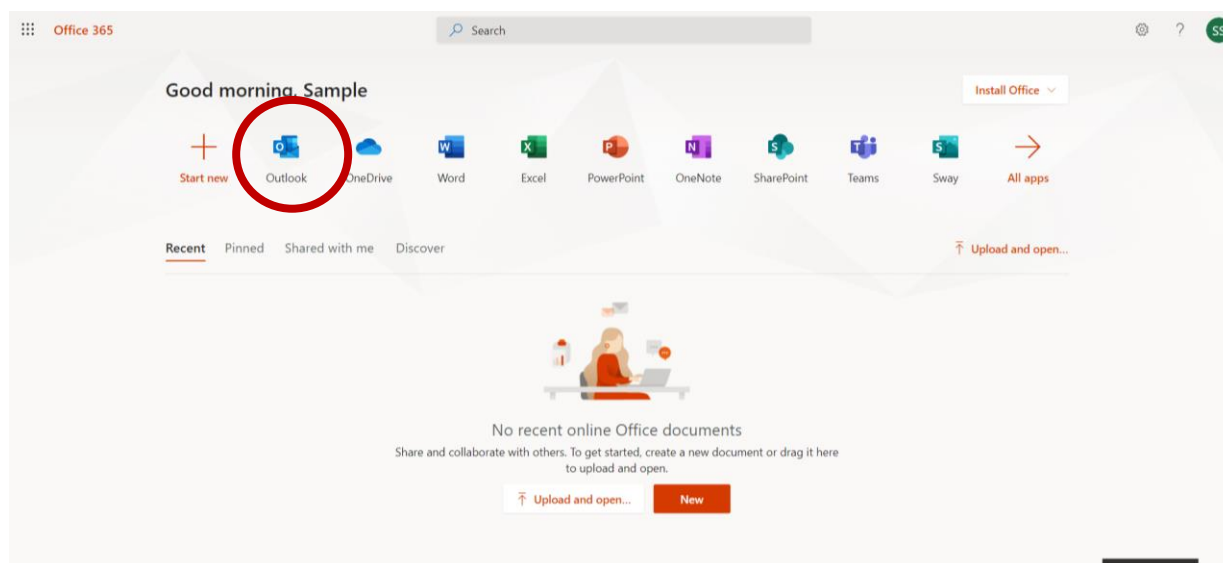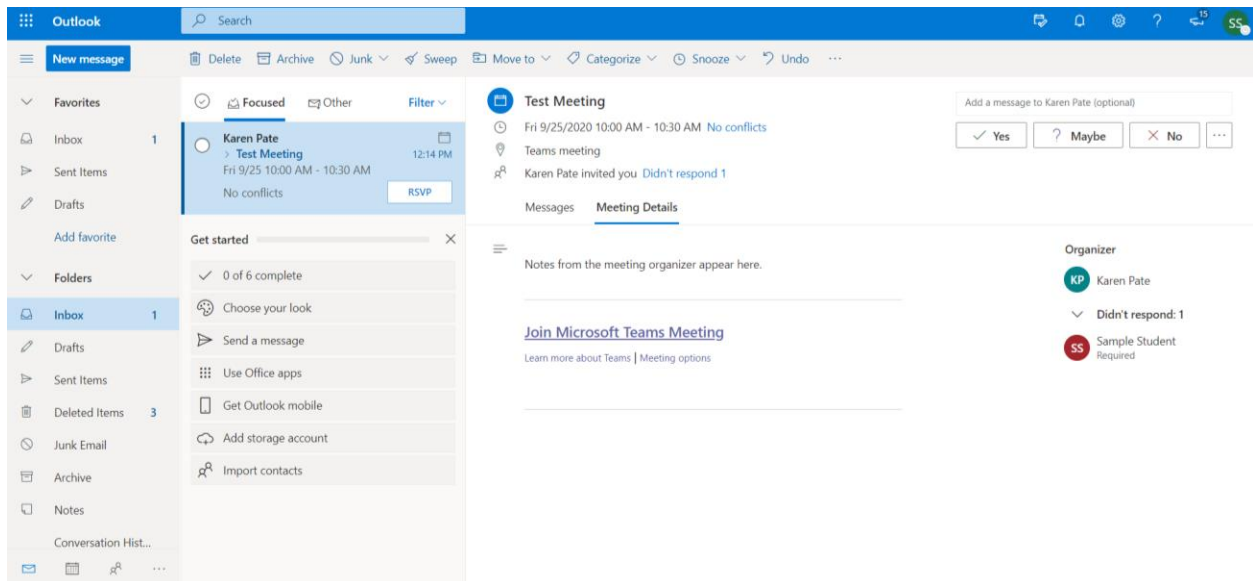
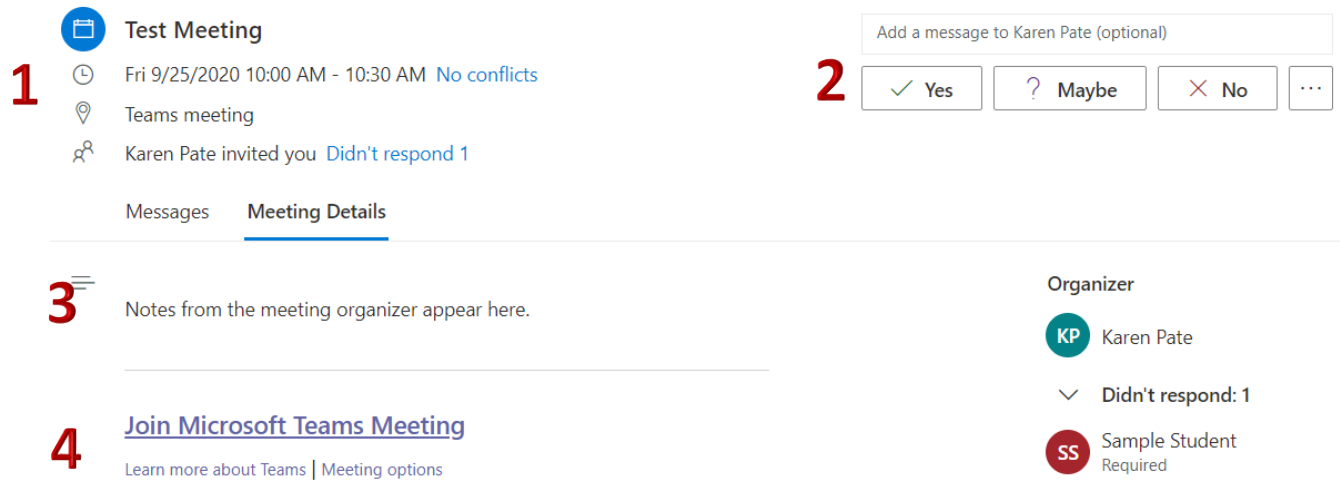

This is your Outlook screen.
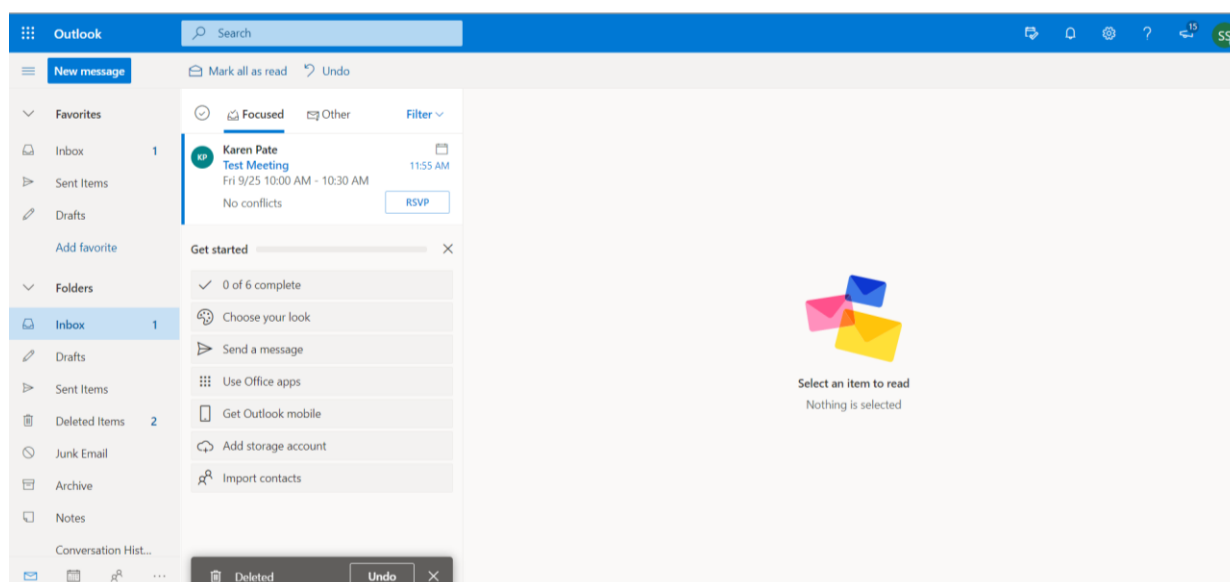
You can see that my "Sample Student" has received a meeting invitation from me. Click on it to see the message.

You'll see the full invitation message.

Anatomy of a Teams invitation email:

1

📅 **Test Meeting**

🕐 Fri 9/25/2020 10:00 AM - 10:30 AM No conflicts

📍 Teams meeting

👥 Karen Pate invited you Didn't respond 1

Messages   **Meeting Details**

3 Notes from the meeting organizer appear here.

4 **Join Microsoft Teams Meeting**

Learn more about Teams | Meeting options

2

Add a message to Karen Pate (optional)

✓ Yes   ? Maybe   ✕ No   ⋯

Organizer

KP Karen Pate

⌄ Didn't respond: 1

SS Sample Student
    Required

1: information about the meeting date and time

2: response options; you may select "Yes," "Maybe," or "No." (If you select anything other than "Yes," please contact the teacher and set up a new meeting time.)

3: if the person who organized the meeting added any notes, they will appear here. Typically, this may include a brief agenda, items needed for the meeting, or proposed alternate meeting times.

4: This is the link to join the meeting when the time arrives.

On the day and time of the meeting:

There are many ways to join a meeting. These will begin from the email, but you're welcome to use what works for you.

Join from the invitation email.

- Return to the invitation email in your Inbox. Open it and click on the link that says "Join Microsoft Teams Meeting." (See the "Anatomy of a Teams invitation email" diagram, above.)

- You should see this (or something similar):
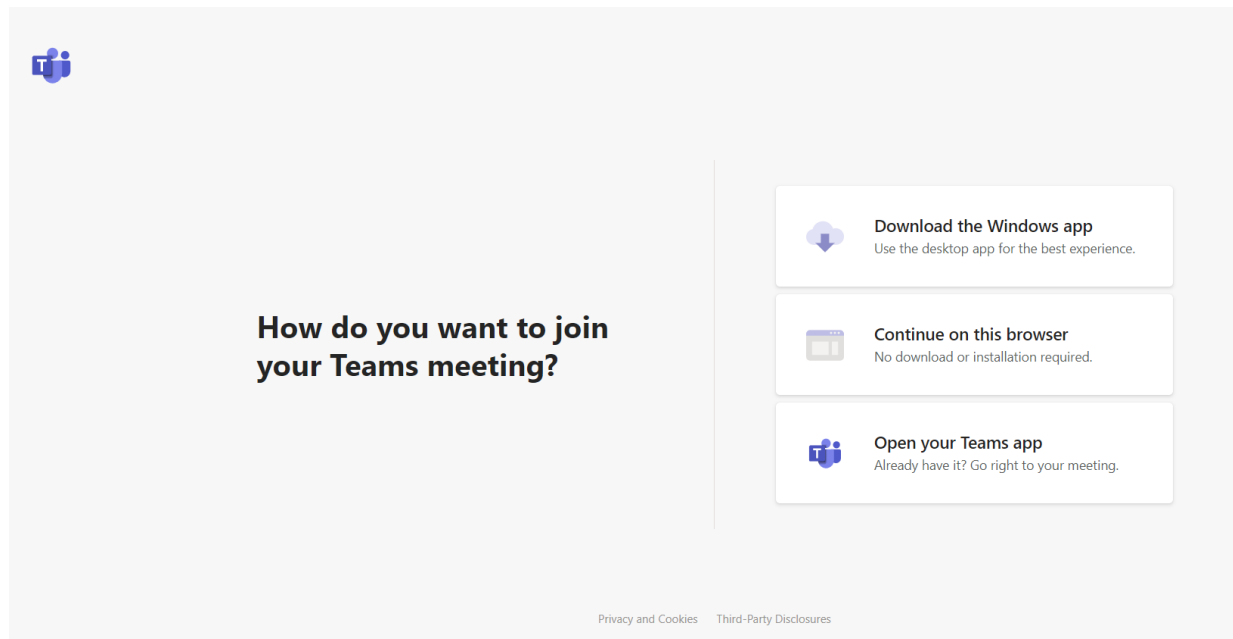
You may select the option you prefer.

- Download the Windows app—this will download and executable file that will install Teams on your desktop. After you do this, you will be able to open Teams as you would any other software/ app and begin using it.
- Continue on this browser—will immediately open the Teams meeting online.
- Open your Teams app—this option applies only if you've already installed Teams in the past.

For the purpose of this handout, I have selected "Continue on this browser." If you are using a computer at work, or one that does not belong to you, this should be your choice. <mark>Downloading Teams on a computer that is not yours allows anyone with access to it to open your child's account.</mark>

This is the first Teams screen you will see.
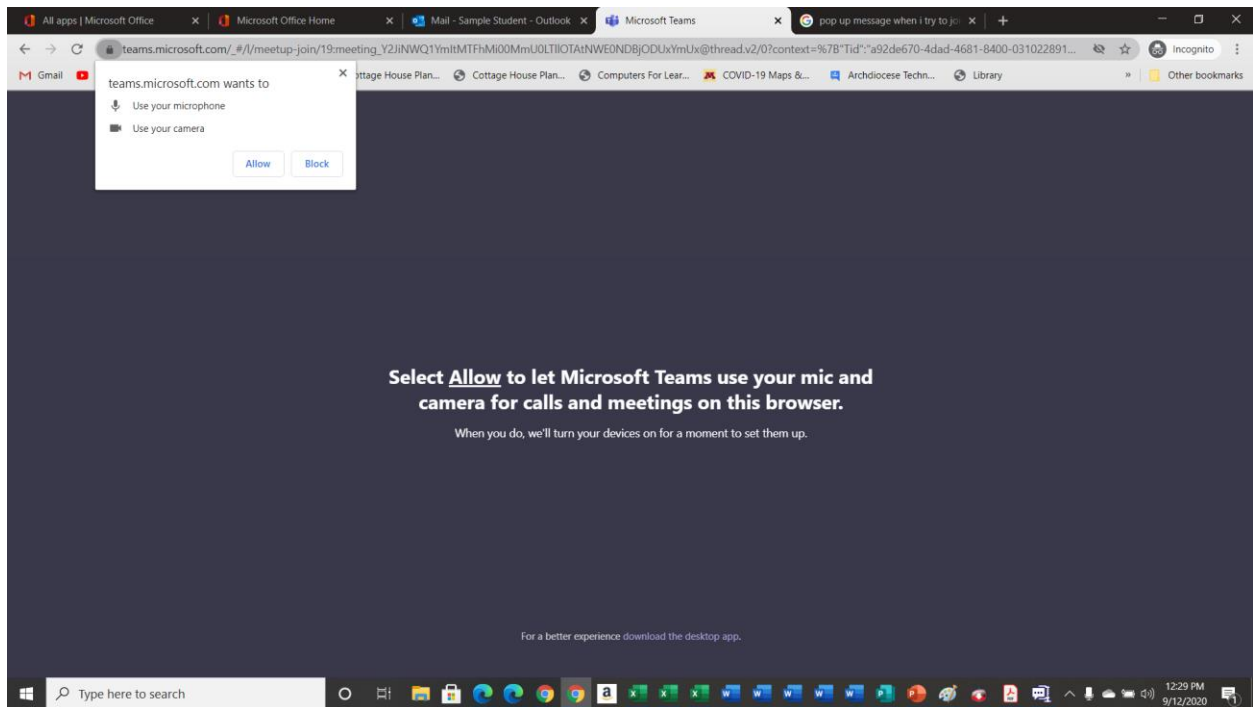
The popup here is asking for access to your microphone and camera. Select "Allow."
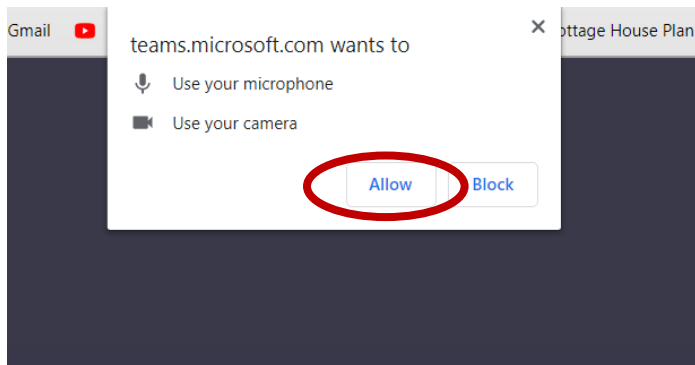
You're into the meeting "lobby" now. You will see that the camera and mic are set to "on." To maintain student safety, we require that video be on. To keep background noise to a minimum, we require that the mic be turned off initially. (It can be turned on and off as needed during the meeting.)
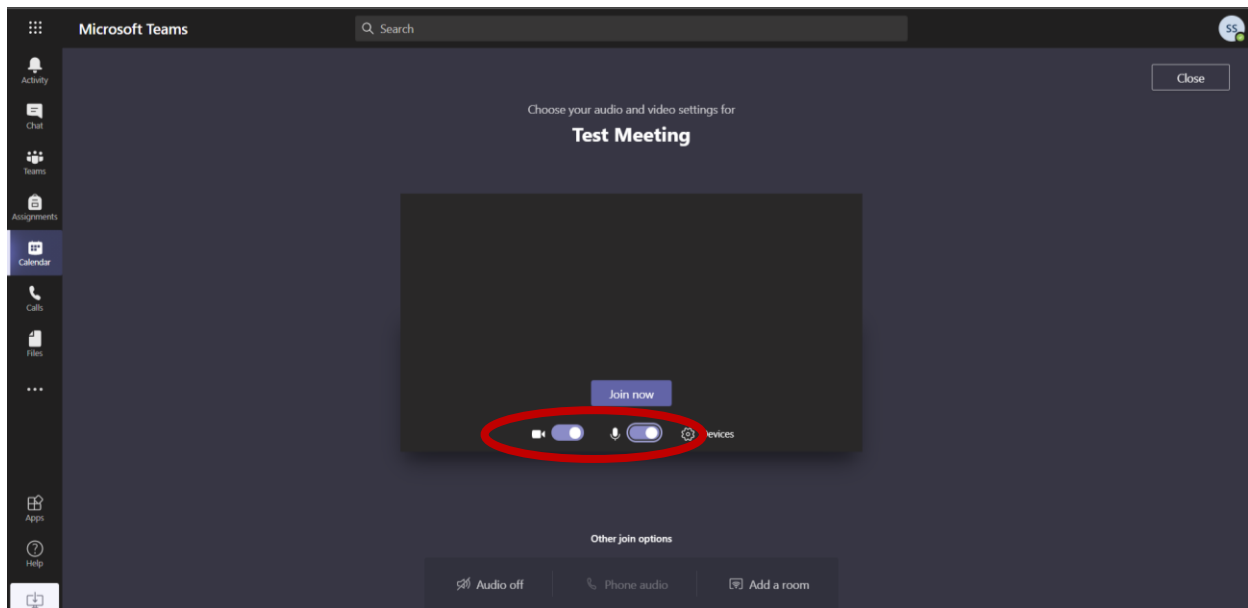
Click the "Join now" button. This sends the meeting organizer a message that you're waiting in the lobby. As soon as possible, she will admit you to the meeting.
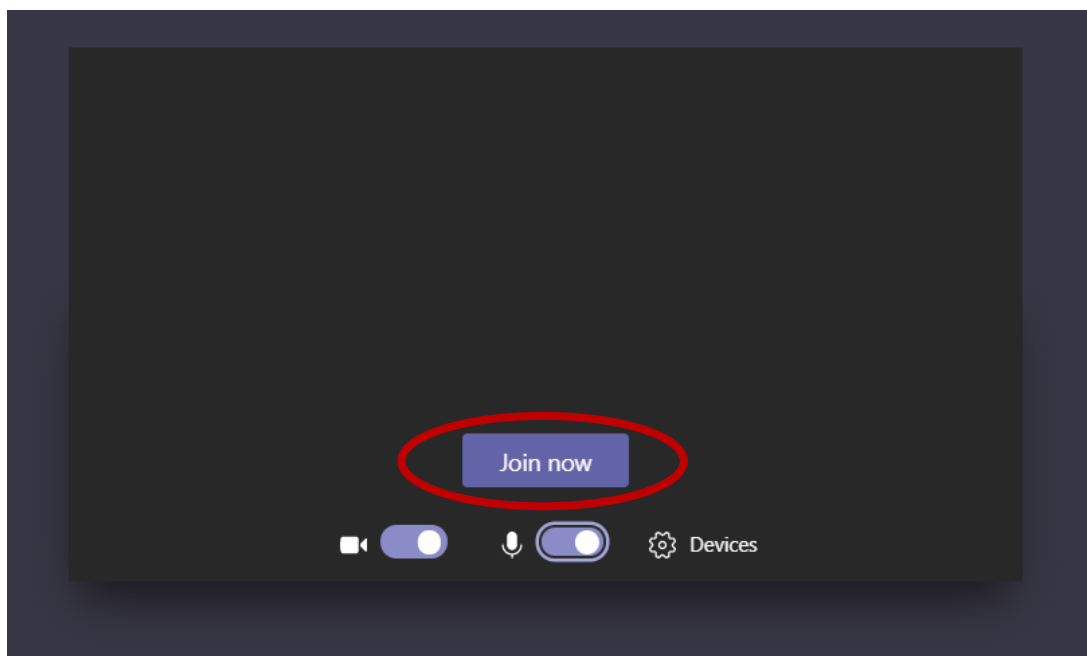
Teams controls:

Hover over the bottom of your screen, and the control bar will pop up. From the left:

- Timer—how long the meeting has been in session for you
- Video on/ off toggle
- Mic on/ off toggle
- "Sharing" tray—allows students to share their screen with others at the teacher's discretion
- "More actions"—rarely used by students
- Raise your hand—used in formal class discussions or informal polls
- Show conversation—shows the chat panel on the right side of the screen
- Show participants—does just that
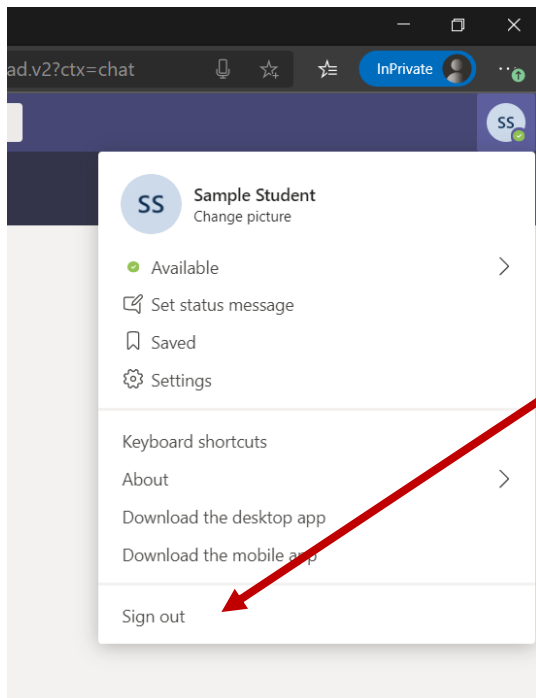- Hang up (red phone)—ends the participant's meeting.

Everything else in a Teams meeting is very much like a Zoom meeting.

When you end your participation in a meeting, remember to hang up, then press the "Close" button at top, right.
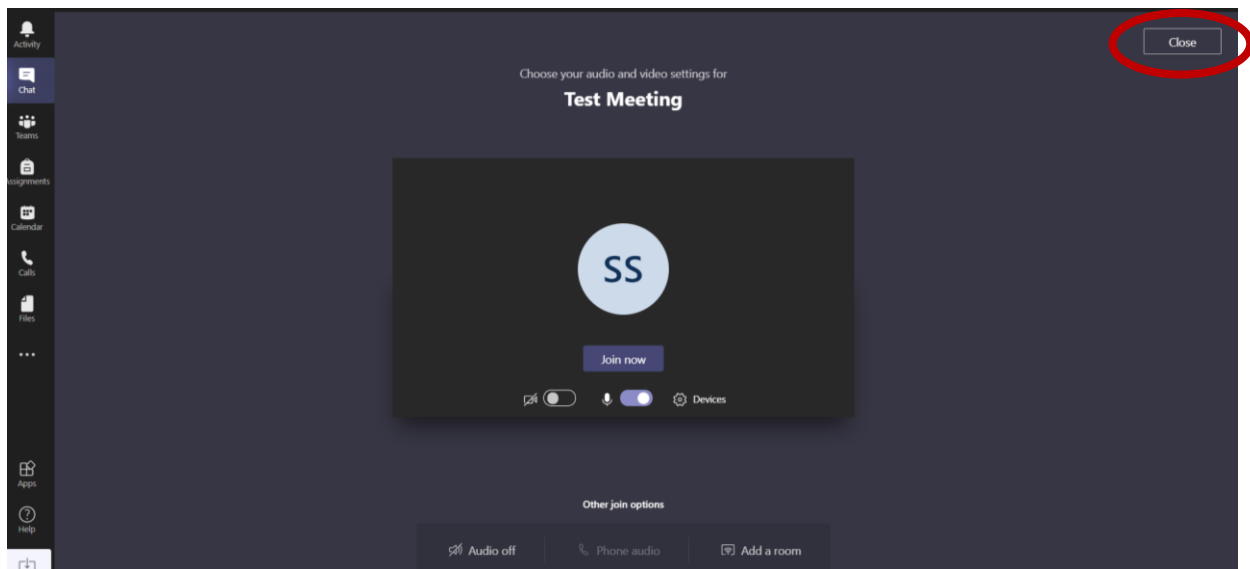
The best practice is then to log out of Office 365 completely. Click on your initials in the top, right corner.
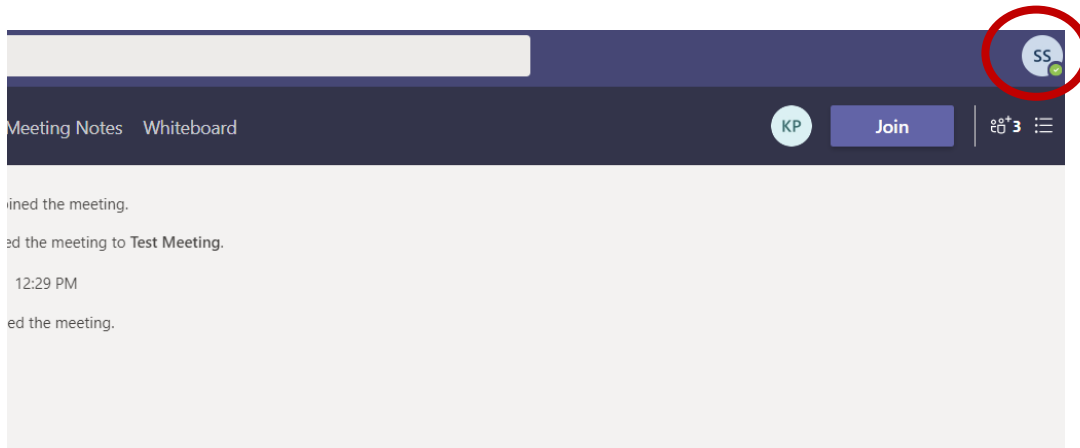
From the drop-down menu, choose "Sign out."

Close your Internet browser.

*Below this is an Appendix that covers troubleshooting.*

APPENDIX: Troubleshooting

1. The biggest issue we've seen so far is getting kicked out of a meeting because you lose your Internet connection. The best "fix" for this is to use a hardwired Internet connection rather than a Wi-fi. This means connecting your computer via a cable to an "outlet." If you need help with this, please contact Mrs. Pate.
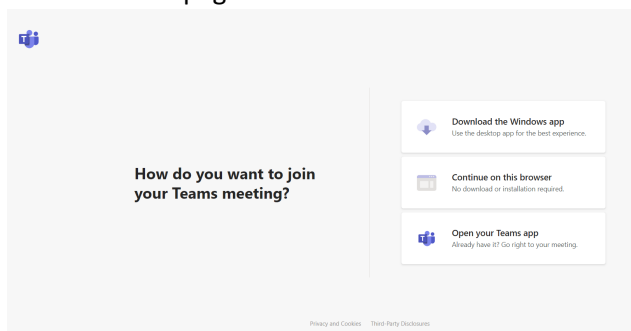
If you do get kicked off, it's not a big deal. Reconnect (if possible), sign into Office, and go to your Teams app. If you have more than one Teams connection, select the one you want by clicking on it. Here, my meeting is scheduled in the "Test" Team, so I click on it.
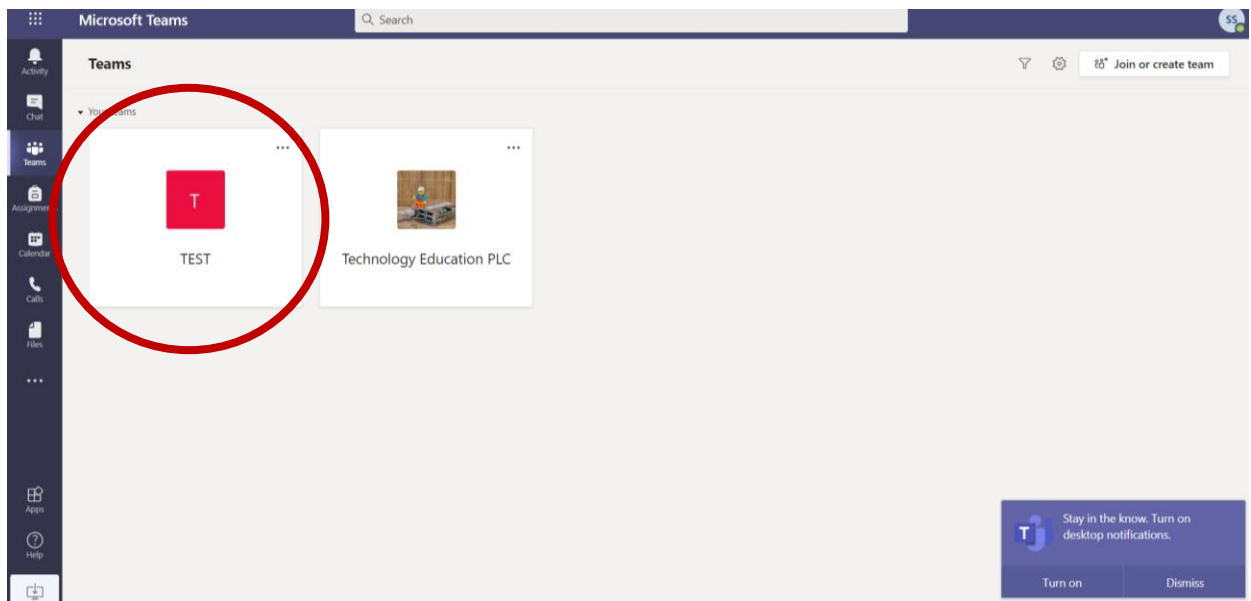
Click on the "Join" button towards the top, right, and you're back in!
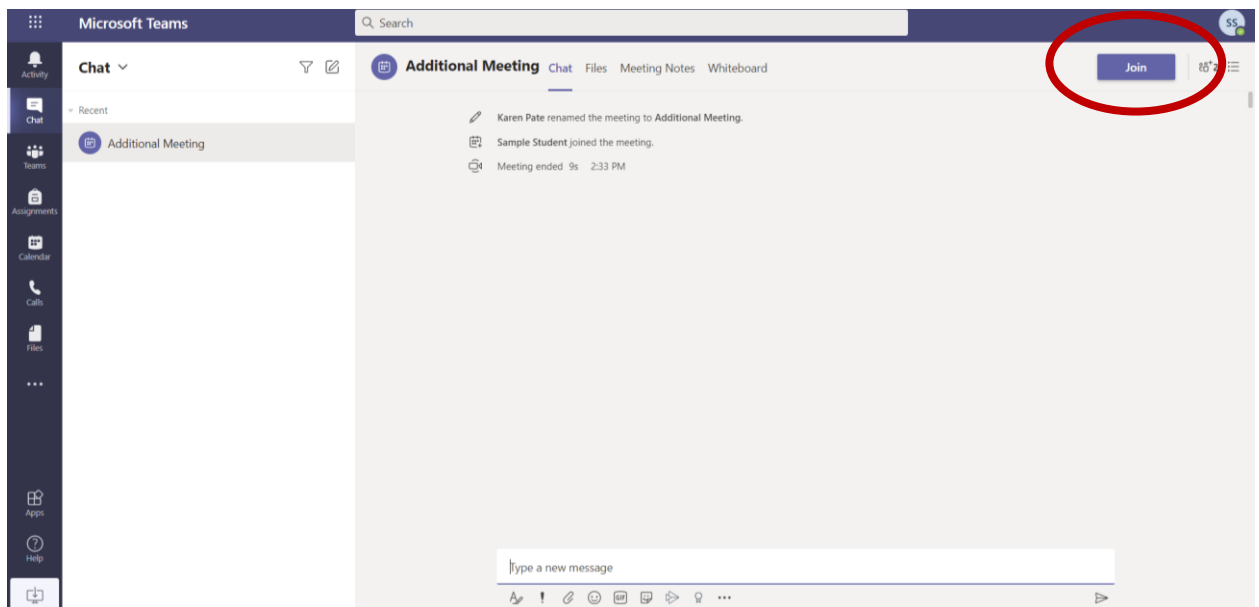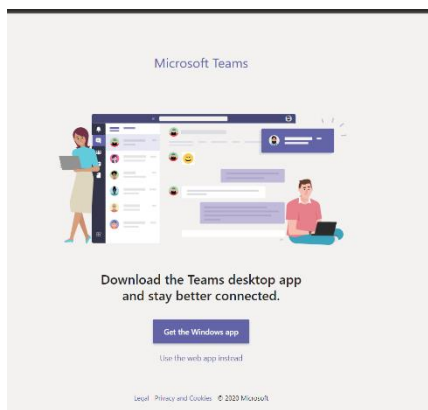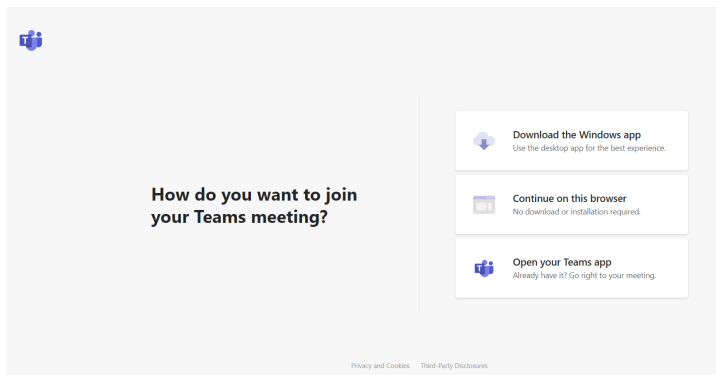

2. Instead of this page:

I see this one:

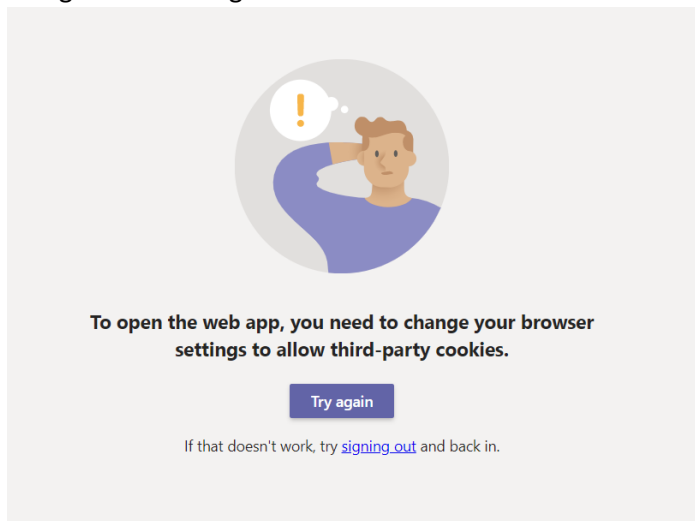No worries! It's all covering pretty much the same information.

3. When on this page:

some people have reported getting a popup notice. I haven't been able to replicate that as of yet. Recommendation: click "Cancel" and see if it lets you in. It's worked so far.

4. You get this message

I've only seen this when I've tried to log in to an online Teams meeting for the first time in a "private" or "incognito" browser. If you want to do this, you'll have to change your browser settings.

If you have other problems, or find new "fixes," please let me know! I'll share them. You can reach me at kpate@stmarylc.org .