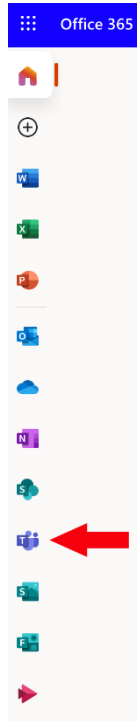

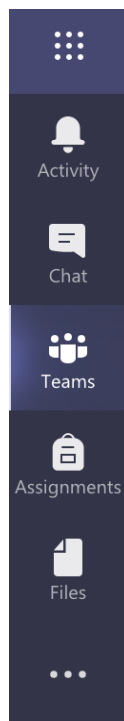


Use a code to join a team

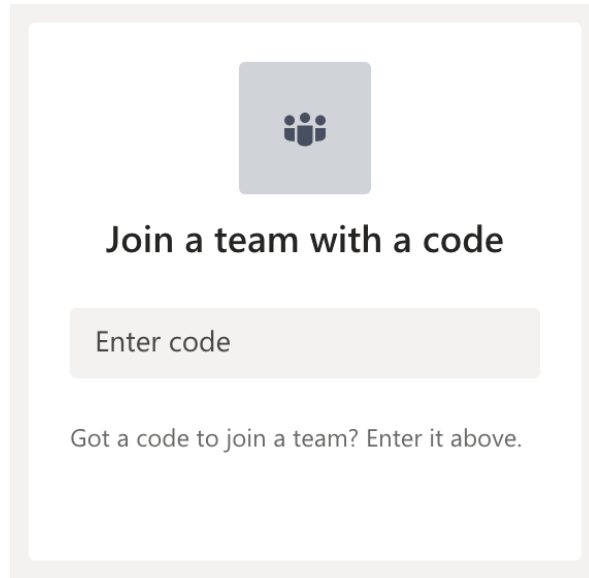
- Open the **Microsoft Teams desktop application** on your computer or go to portal.office.com in a web browser.
 - If using a web browser, click on the Teams icon on the left-hand side of the screen once logged into Microsoft 365.



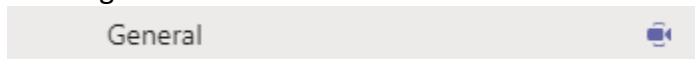
- Click **Teams**  on the left side of the app, then click **Join or create a team** at the bottom of your teams list.



- Go to **Join a team with a code**, paste the code in the **Enter code** box, and click **Join**.



- Each teacher will post their code in Skyward Student Access.
- Students should join their teacher's teams prior to the Virtual Meet Your Teacher on Thursday, August 27.
- On Thursday, August 27 (and on school days), open Microsoft Teams. Follow your class schedule to see each of your teachers. You will see a video camera icon next to a channel. This lets you know a meeting has been started.



- Open the channel and click the Join button to enter the meeting.

