

USING MICROSOFT TEAMS



FOR REMOTE OR IN-PERSON CLASSES



Student Logins

Students login to their laptop and all 0365 applications with the same credentials.

s+first 5 letters of last name+first initial+last 3 numbers of student ID with @ops.org added to the end.

Example: John Smith, 123456

username: ssmithj456@ops.org

password: 123456

MS TEAMS

MS Teams is a Microsoft Product available on all student devices.

To access TEAMS:

- Look on the desktop of your laptop/iPad for the TEAMS icon. (easiest method)
- If not there, go to 0365 from your desktop and find TEAMS in the waffle.
- To find a specific class, click on the TEAMS icon on the left side of the TEAMS desktop.

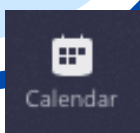


TEAMS CALENDAR

Using the TEAMS **calendar** is the easiest way to locate remote class meetings.

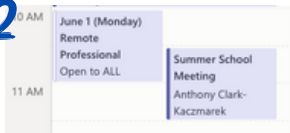


1



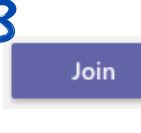
Locate calendar icon

2



Your events are in purple. Double-click the class you need.

3



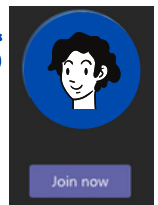
Click JOIN

4



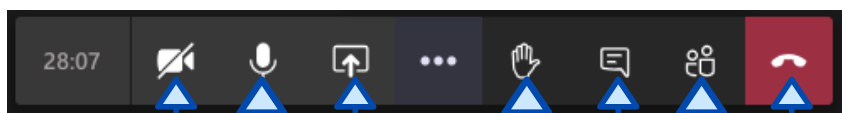
Turn your camera and speaker off to start and wait for your teacher.

5



Click JOIN NOW.

TEAMS TOOLBAR



Camera

Speaker

Share Screen

Raise Your Hand

Chat

See Participants

Leave Meeting

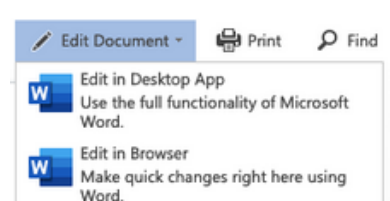


ASSIGNMENTS

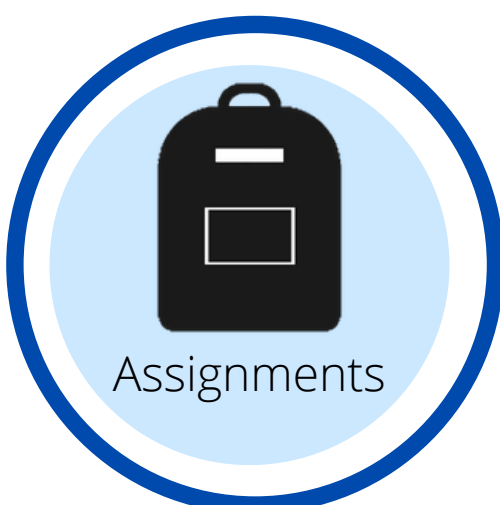
Any posted assignments can be located by clicking the assignments icon.

From this space, you will:

- Choose the class/TEAM you want to check and click NEXT.
- Click to open the assignment.
- Click "Edit Assignment"
- Choose to "Edit in Browser"
- Once complete, click CLOSE
- Then click the TURN IN button.



Assignments can also be located in the POSTS area of each class TEAM.



Assignments