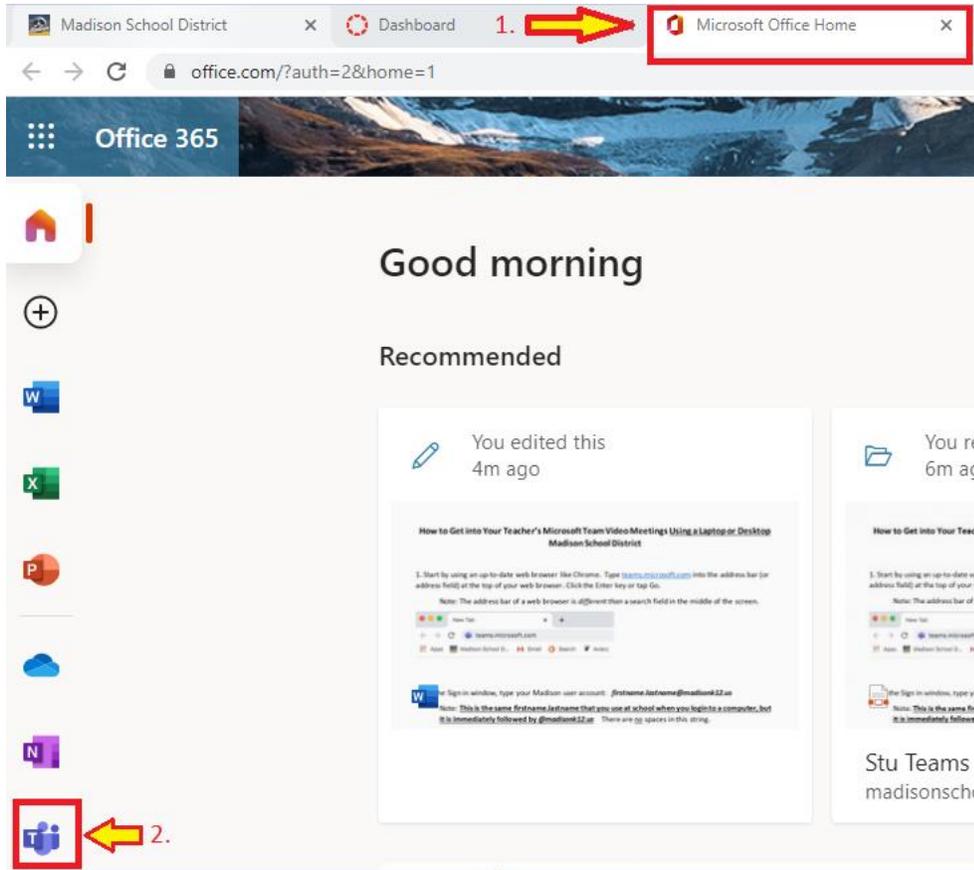


How to Join a Teams Video Meeting Using a Laptop or Chromebook Madison School District

1. Open the Chrome web browser. Click or tap on the Microsoft Office Home tab at the top of the screen (#1 below). Next, look on the left edge and click/tap on the Teams icon shown as #2 below.

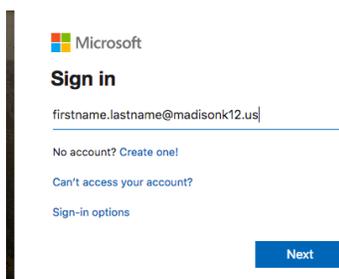


(If needed, you can type office.com into the address bar at the top of your web browser. Click the Enter key or tap Go. **Note:** The address bar of a web browser is *different than* a search field in the middle of the screen.)

2. If needed away from school, sign in with your Madison user account: ***firstname.lastname@madisonk12.us***

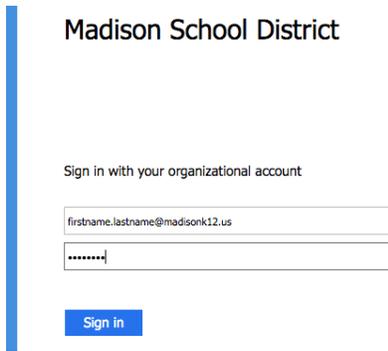
Note: **This is the same firstname.lastname that you use at school when you login to a computer, but it is immediately followed by @madisonk12.us** There are no spaces in this string.

Click or tap *Next*.



Type your Madison password. **This is the same password you use at school.**

Click or tap *Sign in*.



Madison School District

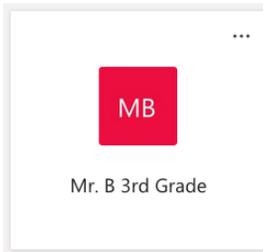
Sign in with your organizational account

firstname.lastname@madisonk12.us

Sign in

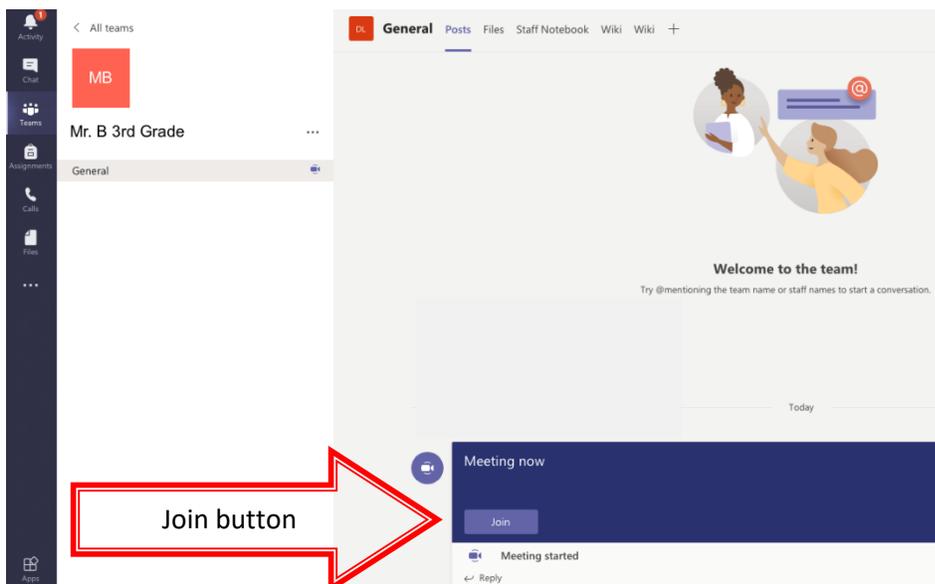
You may see a choice to stay signed in. Click “Yes” only if you own the computer. Wait a moment for Teams to load.

3. Click or tap on a class team tile (example below).



4. Once inside the Team, look for a purple rectangle and click or tap the *Join* button. If asked, allow Teams to access your camera and microphone.

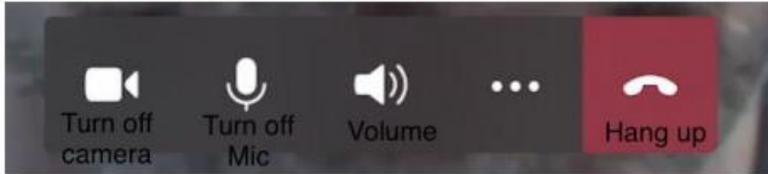
Note: If you enter the team before your teacher starts the meeting, you will need to wait for the *Meeting now* box to appear on the screen.



A meeting options window will appear. Click or tap *Join now*. Wait to connect.

Video Meeting Tips:

- Wait to be called on to speak. If everyone talks at the same time, it is hard to hear anyone.
- When you are not the speaker during the video meeting, use the button on the screen to turn off your microphone.



- Use the virtual hand raise button to ask a question.
- Using earbuds or earphones during the video meeting helps stop distracting echoes when your microphone is turned on.
If you have video on, bright light behind your head makes it hard for others to see your face.