

How to Get into Your Teacher's Microsoft Team Video Meetings Using an iPad Madison School District

1. Be sure the Teams app installed on your iPad. Tap on the Teams app icon, then tap *Sign in* if you have never signed into Teams before on this device.



2. Key in your Madison user account: ***firstname.lastname@madisonk12.us***
There are no spaces in this string. Then tap the *Sign in* Button.

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***

Sign in using your work or school account.

firstname.lastname @madisonk12.us

Sign in

3. Enter your Madison *password* on the second Sign in screen.
This is the same password that you use at school when you login to a computer. Tap *Sign in*.

Madison School District

Sign in with your organizational account

firstname.lastname@madisonk12.us

.....

Sign in

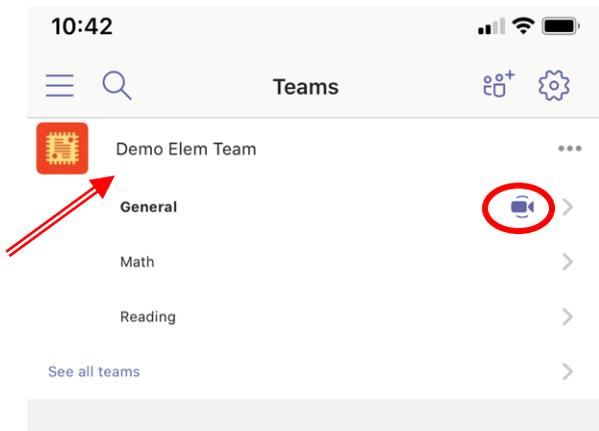


4. If asked, allow teams to access your microphone and or camera.

5. Navigate in the app with the buttons on the bottom of the screen. Tap *Teams* to see all of the Teams you are a member of. Note: Some student have more than one Team for different classes.

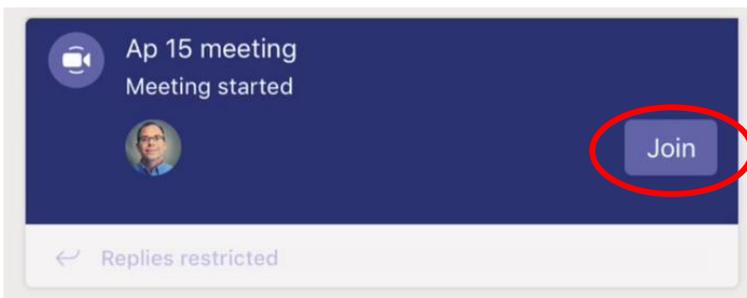


6. At the left edge of the screen, tap on the team (class name) that is planning to meet, and then tap on the small purple icon of a camera, which tells us that a meeting has started.

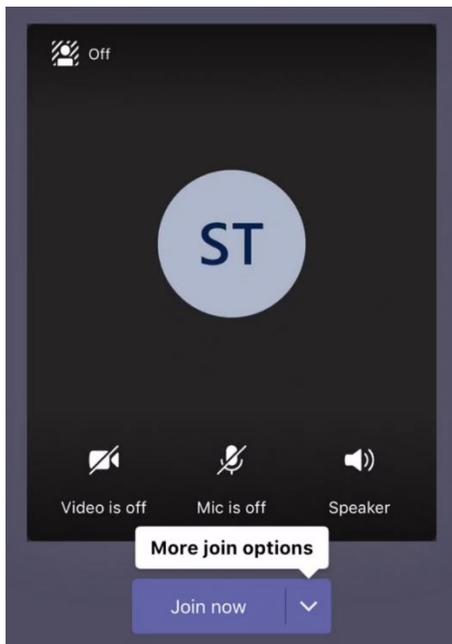


Note: If you enter the team before your teacher starts the meeting, you will need to wait for the meeting to start. A notice will appear on the screen.

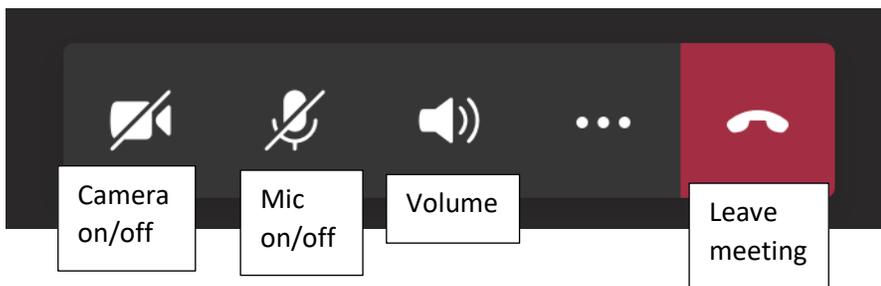
7. Look to the right under *Posts* for the meeting notice (the large purple rectangle) and tap the *Join* button.



8. Turn on your camera before entering the meeting. Many teachers want the microphone off or muted until each student is called on to speak in order to limit disruptions. Allow the app to access your camera, if needed. Tap the *Join now* button.



9. Once in a meeting, use the buttons at the bottom of the screen to turn on/off your camera and microphone or to leave the meeting.



Video Meeting Tips:

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

