

Microsoft Teams Directions - for Virtual Communication

Meetings in Teams include audio, video, and screen sharing.

Teams Meetings:

[Schedule a Meeting in Teams](#)

[Inviting People to a Meeting in Teams](#)

[Participate in a meeting from the Teams Mobile App](#)

[Scheduling Teams meetings in Canvas](#)

Access a meeting through calendar (Click on [Join Microsoft Teams Meeting](#))

Call in to a meeting in Teams:

In Teams, you can call into a meeting by going to the Calendar on the left side of the app, selecting the meeting you want to join, and dialing the phone number provided in the meeting details. If you're not a member of Teams, you can still join a Teams meeting from an invitation you received. Use the phone number provided to dial in to the meeting.

Using Teams with Students and Families:

Call or email the family before using Microsoft Teams with the student. This gives the responsible adult an opportunity to understand the purpose of the video conference.

Host video conferences with multiple students and/or teachers at one time. Having a small group of students working with you makes the video conference feel similar to a traditional classroom lesson.

Encourage students to video conference with you in a common area of their home- living room, kitchen, etc. This provides a space that likely has adults who can hear and monitor their child's work.

More Teams specific resources are available on the District [Virtual Learning Support Page](#).

For support, call IT-411(48-411) internally and externally (715) 852-3411.