



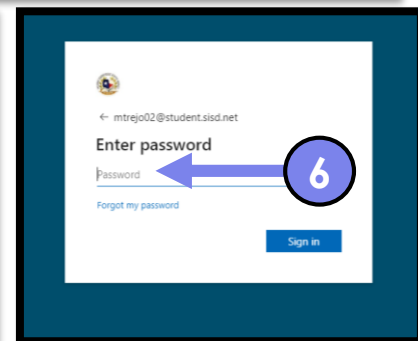
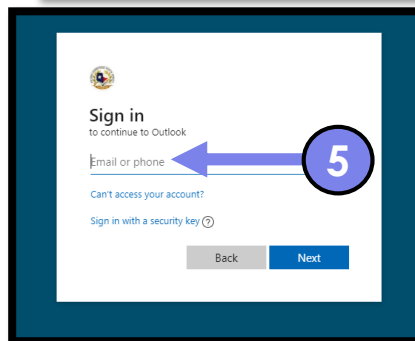
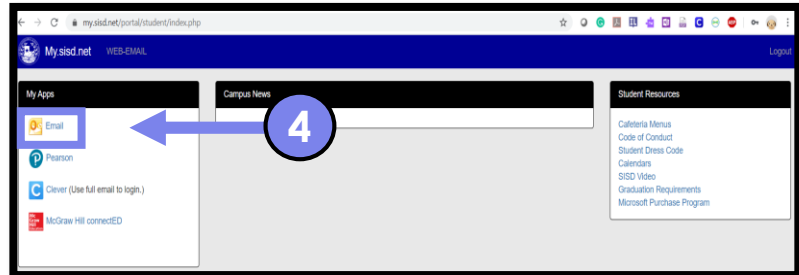
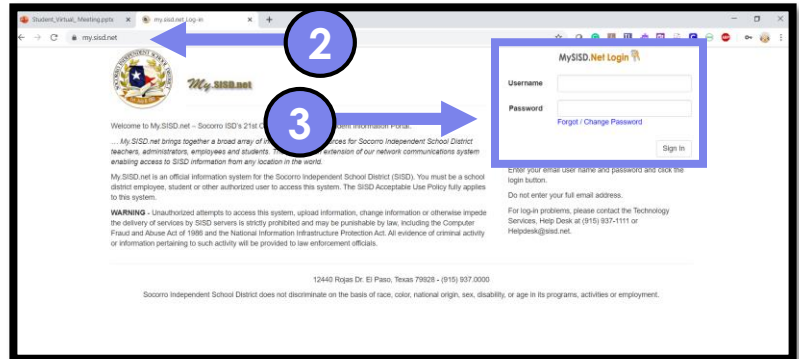
Parent Technology Tidbit

How To Join Virtual Meetings on MS Teams

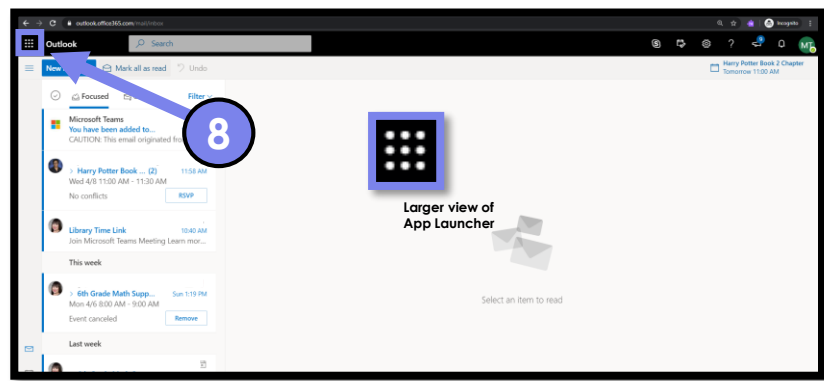
My child's teacher wants to meet with students in Microsoft Teams via a virtual meeting. How do I assist my PK – 2nd grade child get into the meeting?

To join a virtual meeting on MS Teams, follow these steps:

1. Open the Google Chrome browser.
2. In the browser address line, type in **my.sisd.net**.
3. Log in by entering your child's username and password and click on **SIGN IN**.
4. Once your child logs in, they will be directed to this window. Click on **EMAIL**.
5. You will be directed to sign in once again. You will type in your **child's full email address**. Their email address is their **username@student.sisd.net**. For example: dmoral14@student.sisd.net.
6. You will then enter your child's password.
7. You will be prompted if you would like to stay signed in. Click on **NO**.



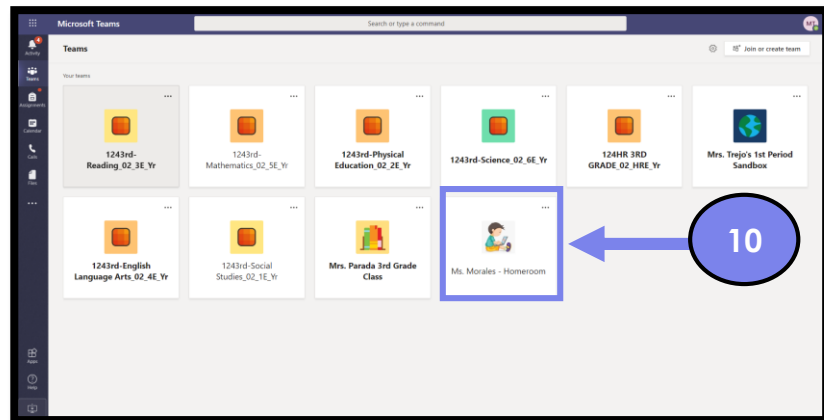
8. Your child's email will populate on the screen. To access MS Teams, click on the **App Launcher** (waffle) located on the top left by the word Outlook.



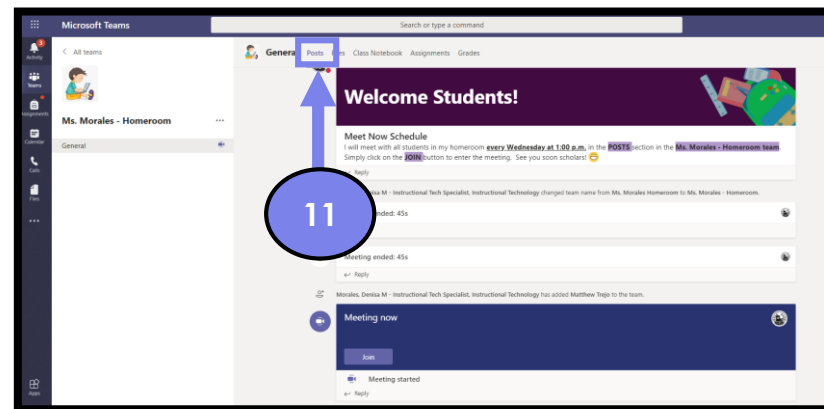
9. Click on **Teams**.



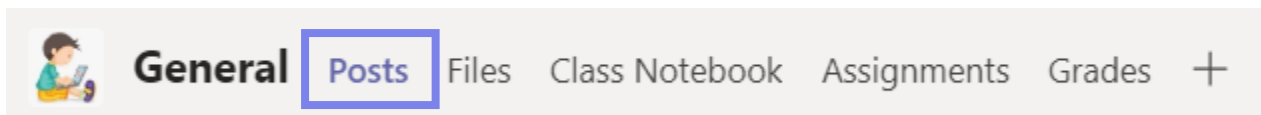
10. Your child will be directed to this dashboard containing all of their teams. Locate the team the teacher asked your child to meet with them in. In this case, the child was asked to join Ms. Morales – Homeroom team. Your child will simply click on the team.



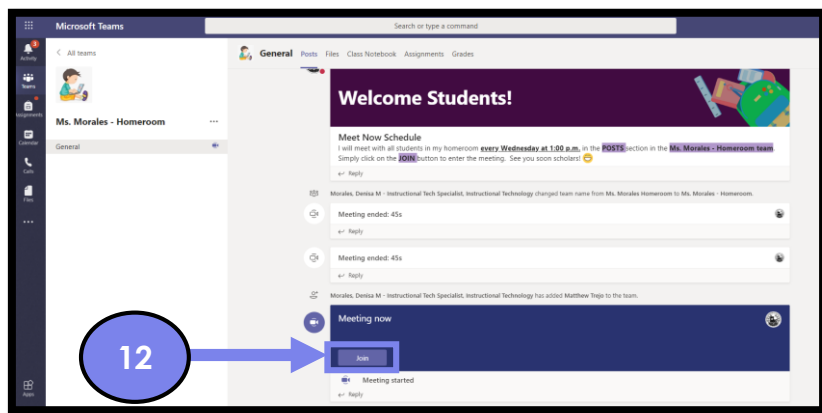
11. Your child will now click on the **POSTS** tab located on the top main dashboard ribbon. *Larger view available below.*



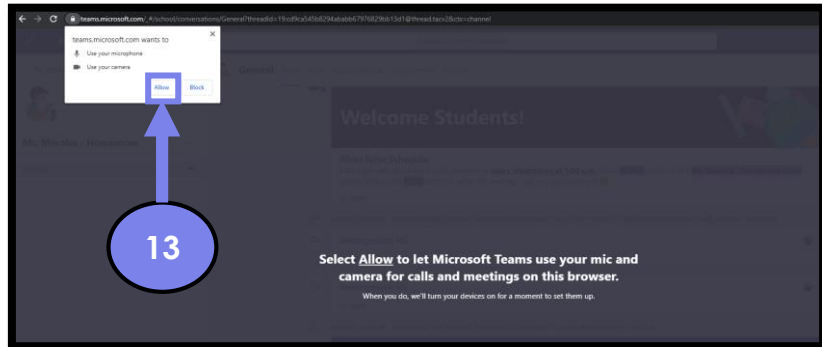
Larger view of main dashboard ribbon.



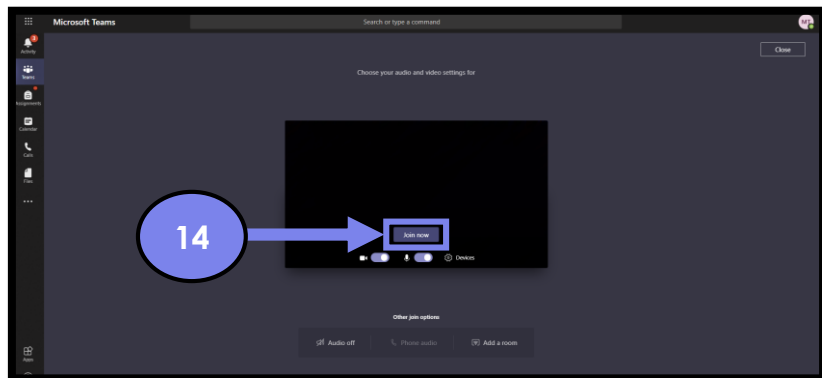
12. Once in the **POSTS** tab, you will notice that your child's teacher has started a meeting. Click on the **JOIN** button to join the virtual meeting.



13. Enable your microphone and camera by clicking on the **ALLOW** button.



14. Your child will now click on **JOIN NOW** to enter the meeting with his/her teacher.



15. Your child is now in the meeting and can turn on or off his/her camera and mute their microphone as directed by their teacher.

