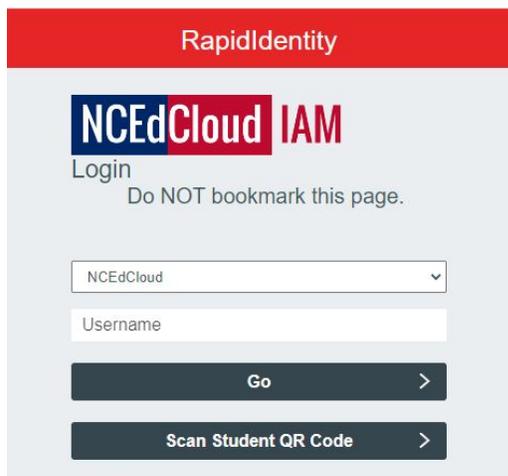


## Students: Joining Microsoft Teams from Canvas Calendar Event

This tutorial will walk you through the process of joining a Microsoft Teams meeting from a teacher's Canvas calendar.

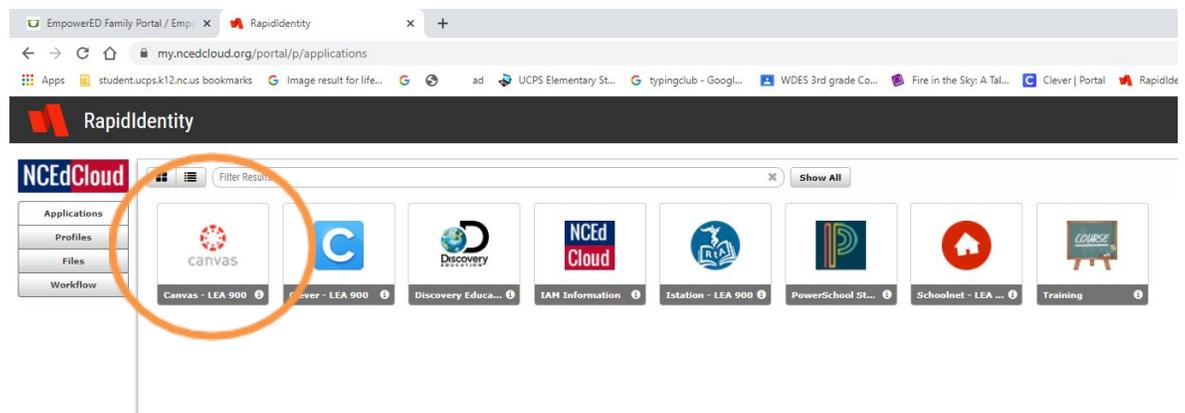
1. Visit the Student Startup Page for the correct level
  - a. Elementary - <http://bit.ly/UCPSelmSSU>
  - b. Middle - <https://bit.ly/UCPSmidSSU>
  - c. High - <https://bit.ly/UCPShighSSU>
2. Select NCEdCloud/Clever tile

3. Enter student username. Click **Go**. Username should be 8-10 digit number. This number is the same as the student's Chromebook login number, powerschool number, and various other account usernames.

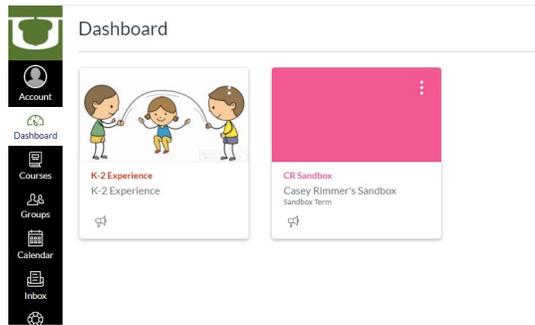
4. Enter student password. Click **Go**. Passwords for students in grades 3-12 are a complex password that they use to

log into the Chromebook. This password is often the same from grades 3 through 12th grade. If you do not know your password, let your teacher know.

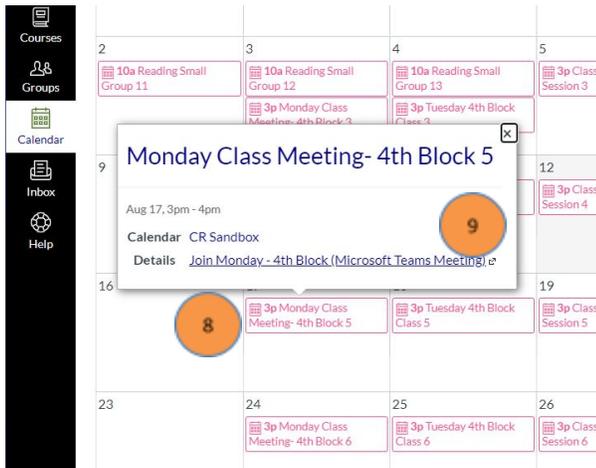


5. Select Canvas tile

6. Select a course from the dashboard



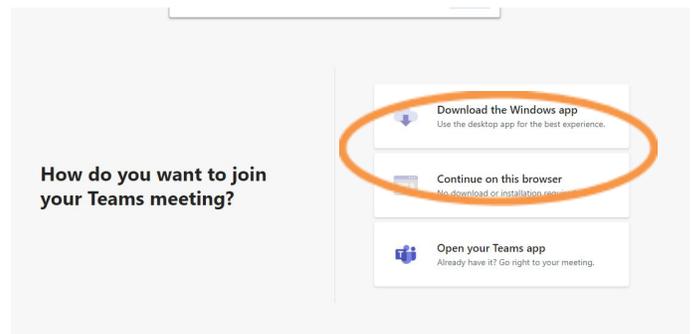
7. Select a Calendar event from the ToDo list or the launch the calendar

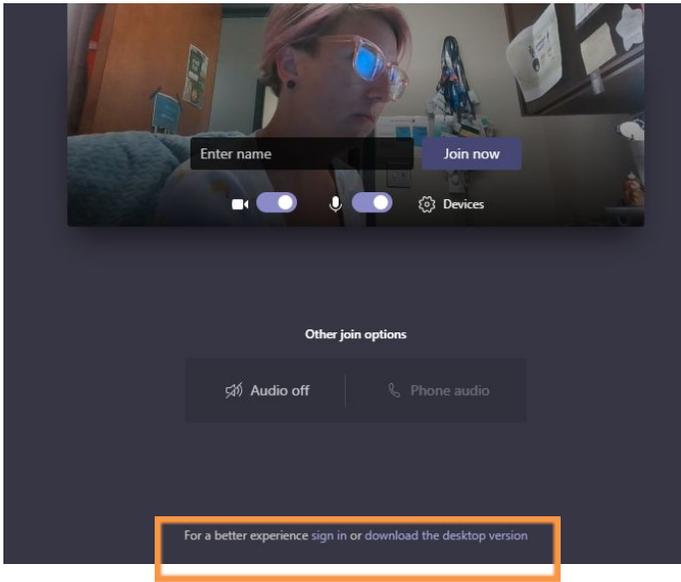


8. Click on the event on the calendar.

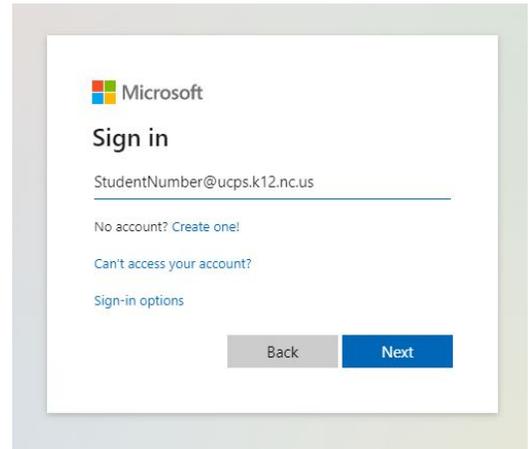
9. Click on Details "Join [Name of Meeting] Meeting"

10. Select "Continue on Browser" if prompted

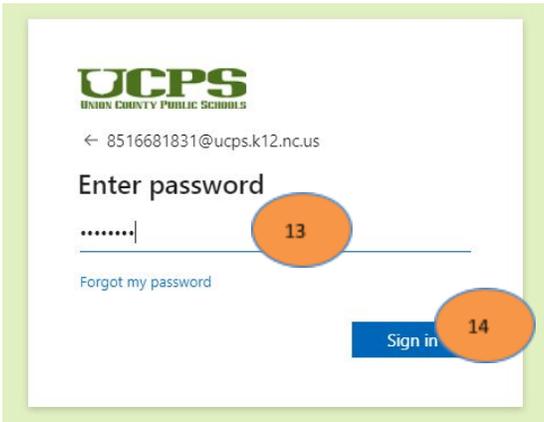




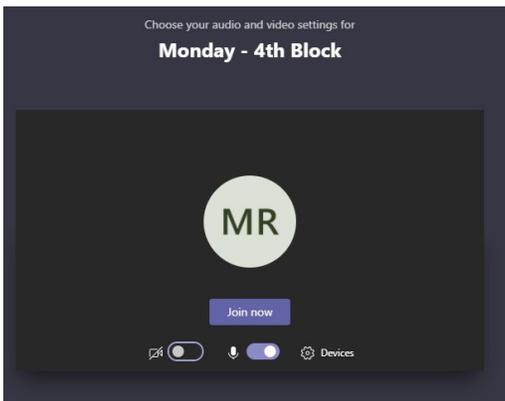
11. At the bottom of the Microsoft Teams window, choose **Sign In**



12. Use [StudentNumber@UCPS.k12.nc.us](mailto:StudentNumber@UCPS.k12.nc.us)  
**NOTE: Students do NOT include student in their account information for Microsoft**



13. Enter UCPS Password  
14. Sign In  
15. If this is your computer you can check **Don't show this again**



16. To join the meeting, click **Join now**