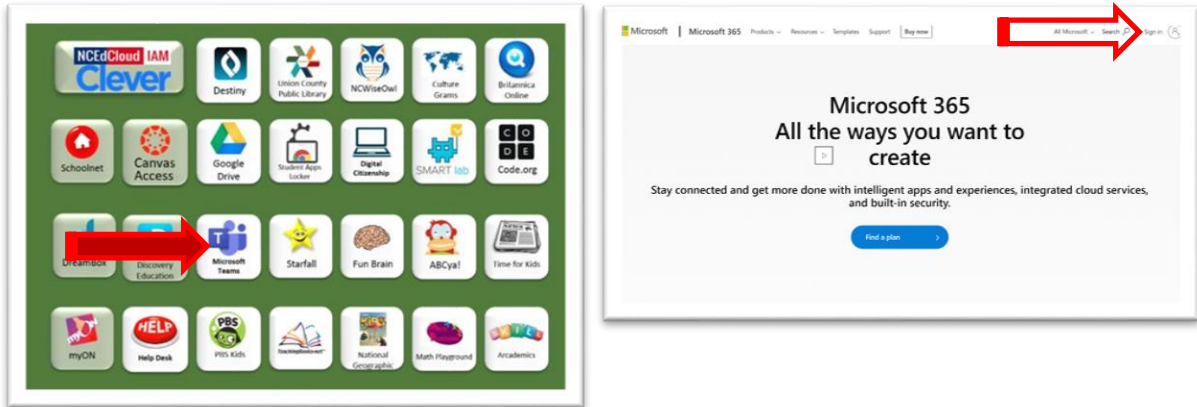


SIGN IN AND USE MICROSOFT TEAMS

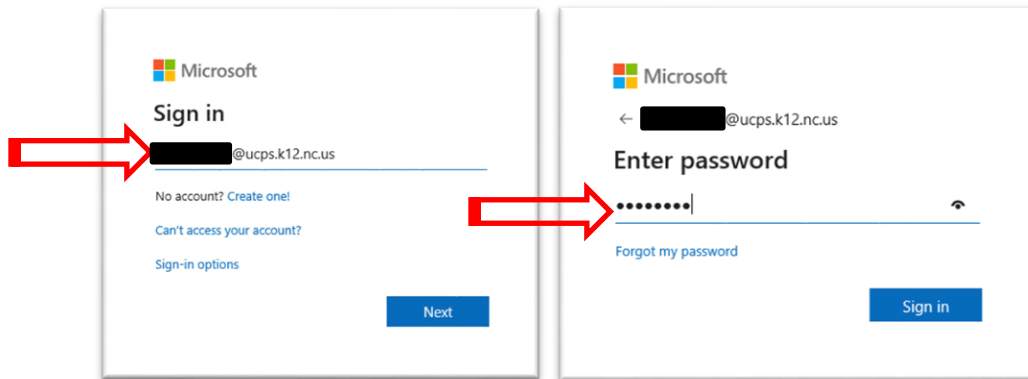
Created By: Technology Services

This document provides a walkthrough on how to sign in to Teams, basic use and functionality.

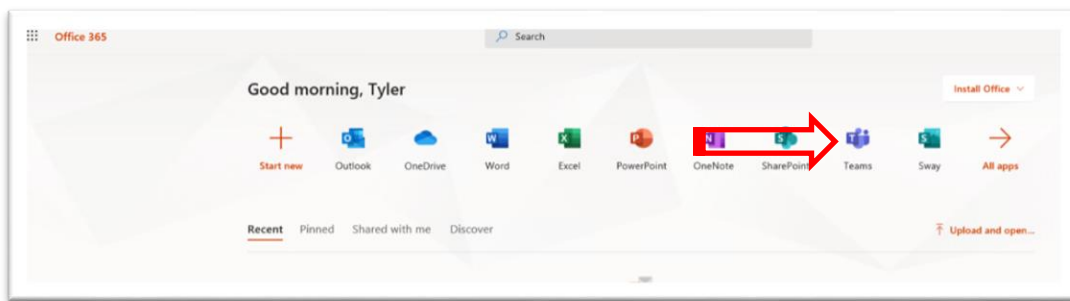
1. Open the Student Startup Page and click **Microsoft Teams** or navigate to the [Microsoft website](#).



2. Login using “**studentnumber@UCPS.K12.NC.US**” (not the Google account **@student.ucps.k12.nc.us**)



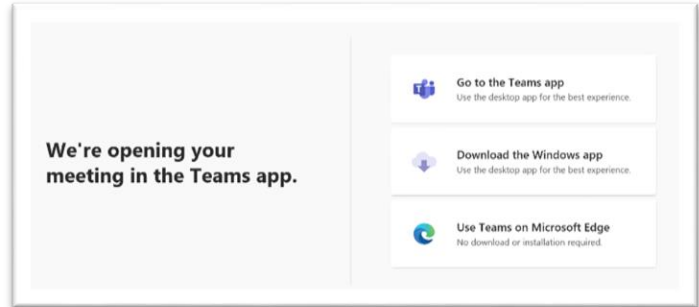
3. Click the **Teams** application.



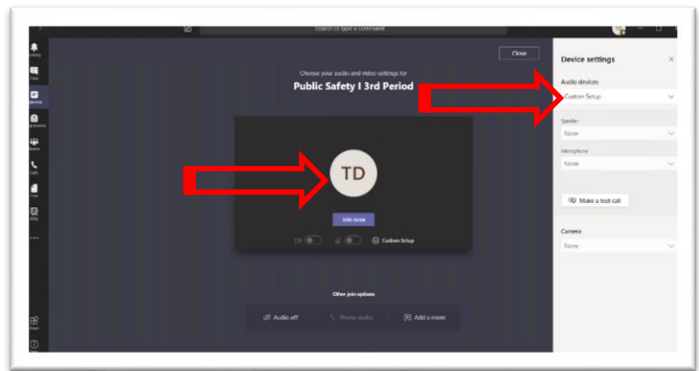
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4. Any **Join Team meeting link** will open the default web browser and then attempt to open the Teams client if present.
 - a. If no Teams client is installed continue to login through the [Teams web portal](#)

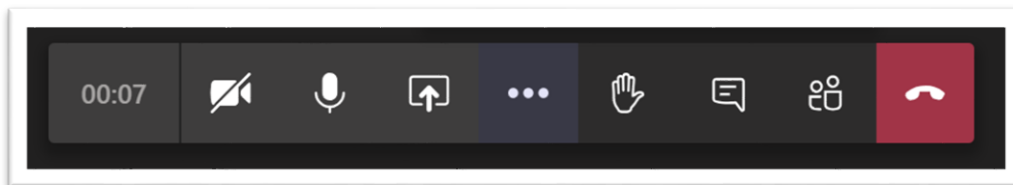


5. Before Joining, in the pre team meeting space, some settings can be customized.
 - a. Camera can be selected here.
 - b. If external microphone or speaker is present customize setup.
 - i. **Modify Speaker**
 - ii. **Modify Microphone**



6. Join Now

7. Once the meeting has started any mouse movement will display the toolbar. It will appear on screen in the Teams window.
 - a. Camera: Toggle On/Off
 - b. Microphone: Toggle On/Off
 - c. Share Content: Select to share screen or content
 - d. ... menu: Access advanced settings like **Turn on Live Captions**
 - e. Raise hand
 - f. Meeting Chat: click to open chat flyout
 - g. Members: View meeting members
 - h. Hang up: Leave the meeting



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