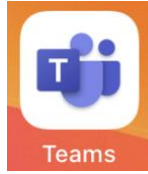


Student Directions When Using Microsoft Teams on the iPad for the First Time

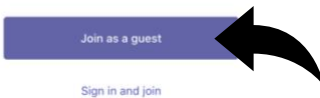


1) The teacher will have shared a link with the student. Upon clicking on the link, the Microsoft Teams App will open and the screen will look like the image below. **The student will be prompted to login as a GUEST.**

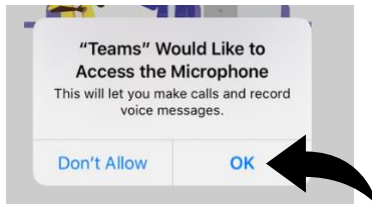
Microsoft Teams



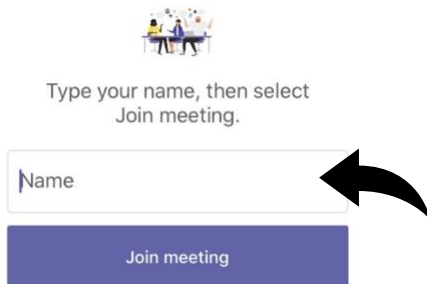
Meeting time!
How would you like to join?



2) Upon clicking the “Join as a guest” button the message below will pop up. You **MUST click OK** to give the app access to your microphone.

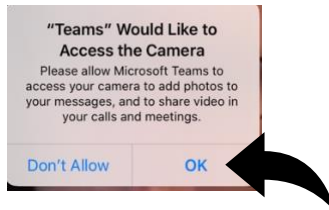


3) The next window will ask for the student’s name. First name and Last Initial are just fine.



4) After entering the student name and clicking the “Join Meeting” button the student will be taken into the meeting. The camera icon will NOT appear until a teacher has entered the meeting. Once the teacher is in the meeting click on the camera icon and a message will appear asking to give the app access to the camera.

You MUST click OK.



You are now set up to participate in your meeting.

Troubleshooting:

I don't see where to log in as a guest.

If the student just opens the Microsoft Teams app without clicking on the link, they will see the screen below. In order for the student to log in as a guest they must access the meeting by clicking the link first.



More on the next page!!

What if I click “don’t allow” by accident? How do I fix this?

1) Open SETTINGS on the iPad:



2) Scroll all the way to the bottom until you see Microsoft Teams. Click on it. You will see the screen below. **Both Microphone and Camera should be green, if not you need to press them to give access.**

