

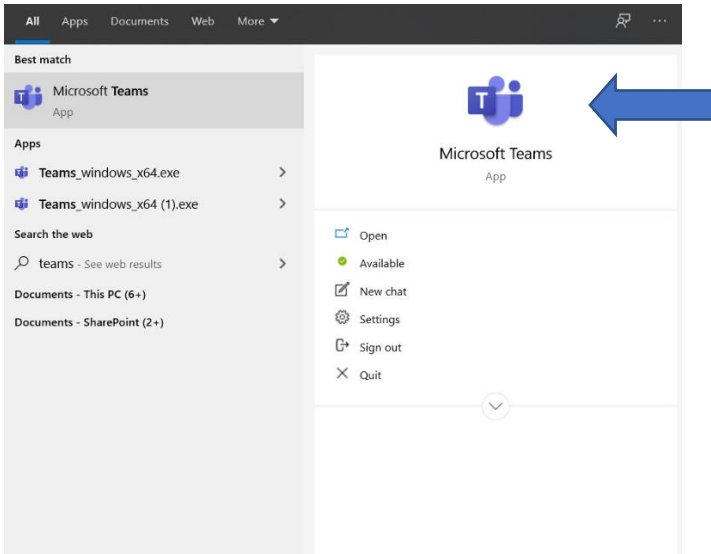
# Teams

## Instructions for using Trinity's Teams

1. If you have never used Teams before, type Teams into the search bar at the bottom left corner of the screen.

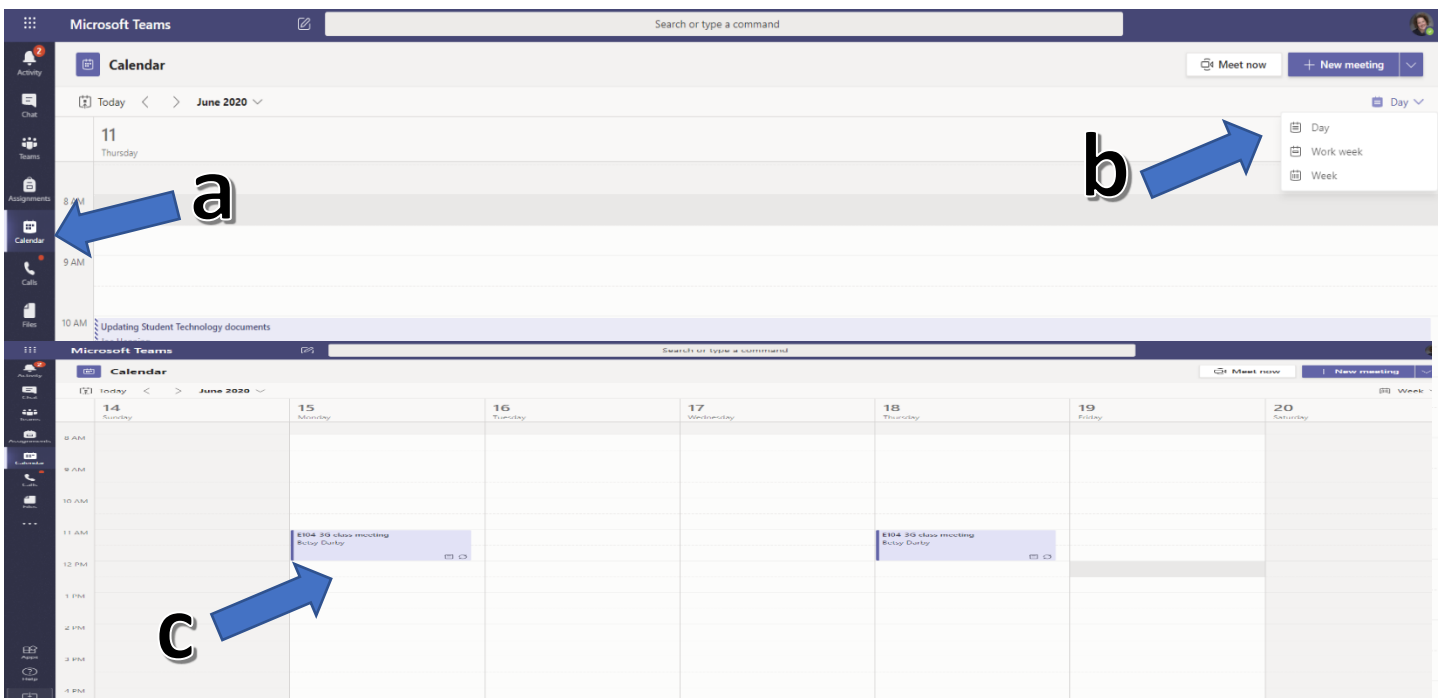


2. Click on Microsoft Teams App

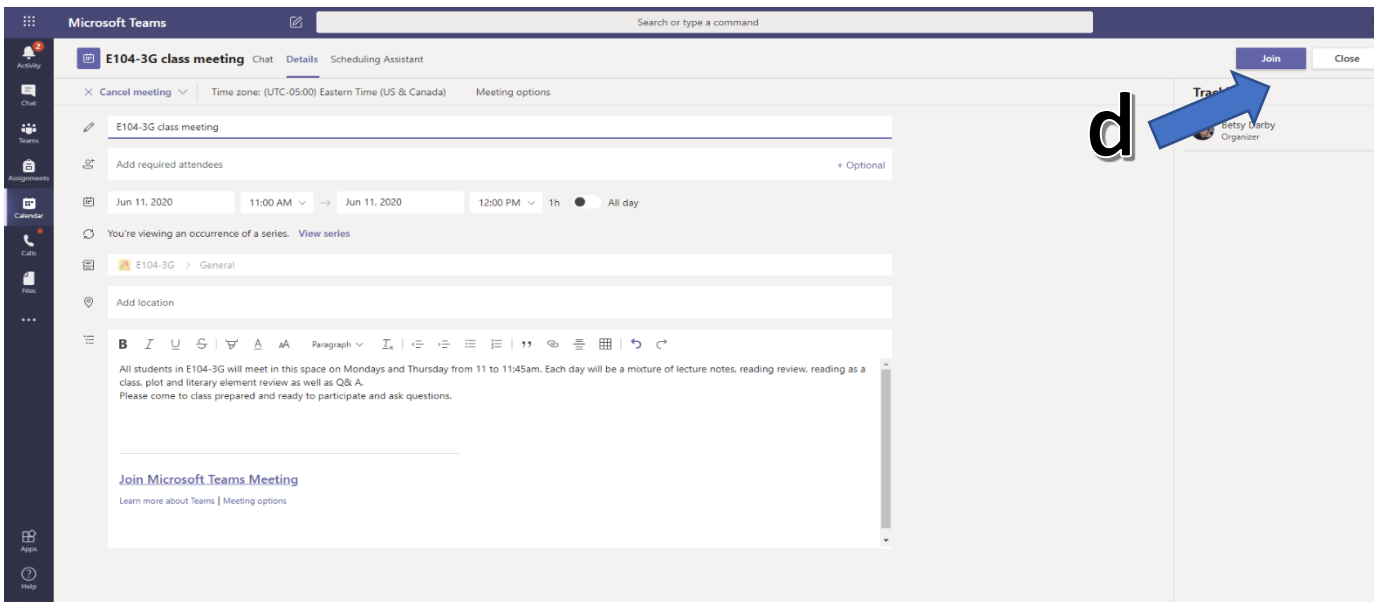


### How to check your Team meetings using the calendar:

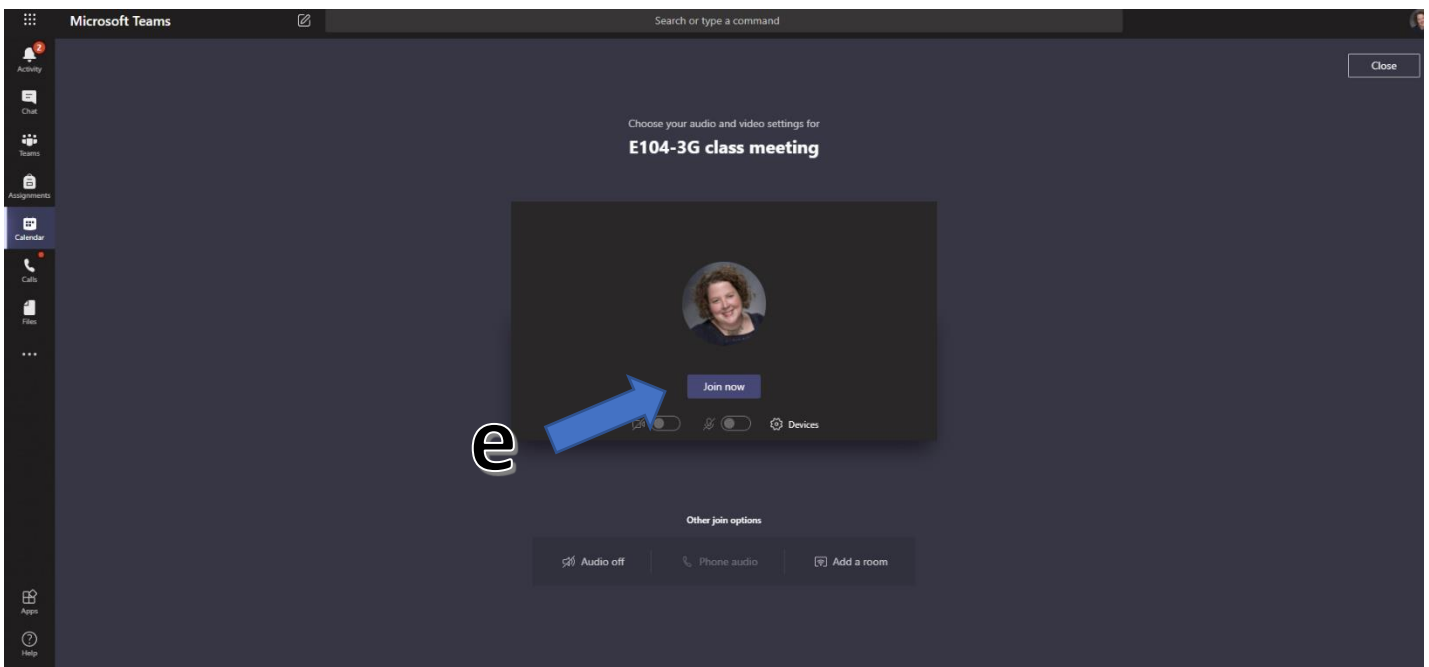
- Left click on the “calendar” button on the far-left side
- Left click “Day” in the top right corner to change the view from “day”, “work week” or “week”
- Left click class meetings to see more info or to **JOIN** the meeting



d. Left click the blue “Join” button in the top right corner to join the class meeting



e. Left click the blue “Join now” button under your initials/ picture in the center box



## How to use the items in your Control Task Bar in your Team meeting

### a. Camera button

- Unless a teacher asks, turn your camera off when you join a Team meeting.

### b. Mic button

- Left click the mic button to talk to the teacher or respond to another student.
- Mics should be turned off during class meetings unless you are asking a question or talking directly to the teacher.
- If the teacher mutes all mics, you will need to left click the mic in order to be heard.

### c. Raise hand

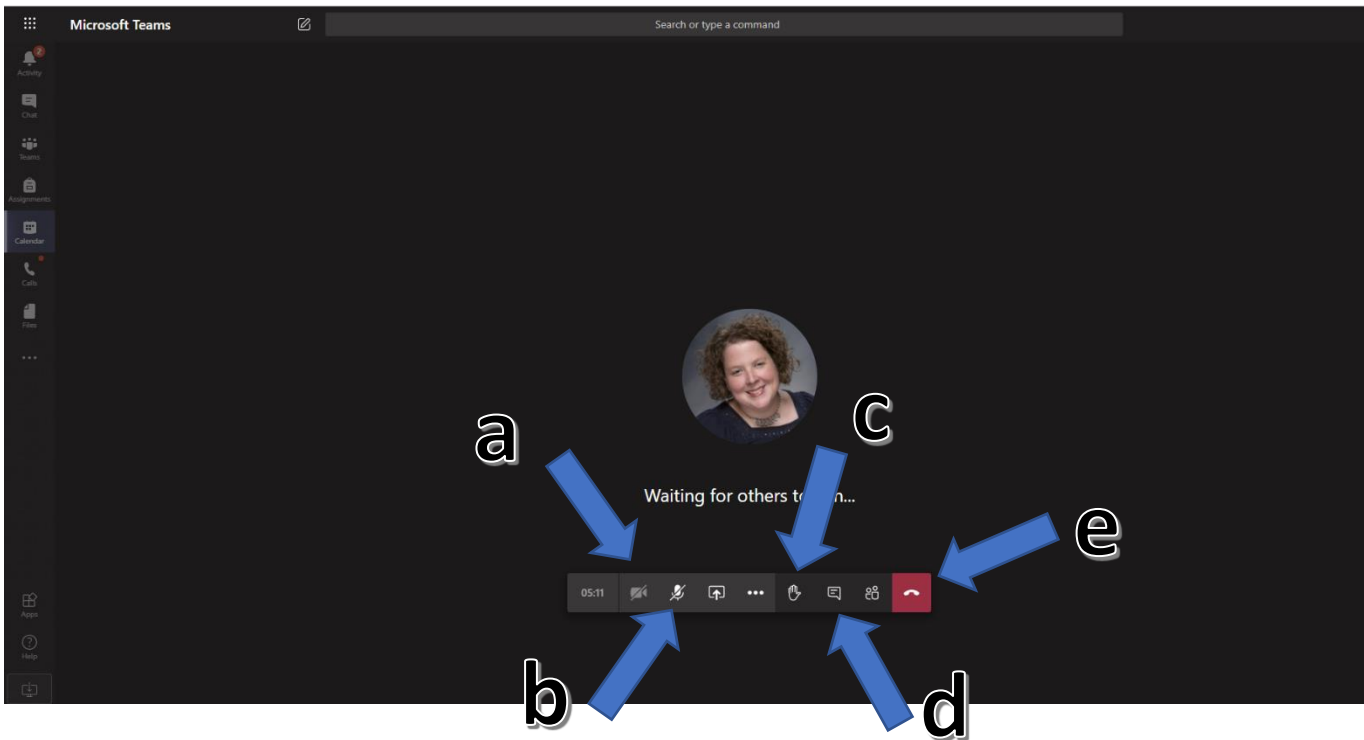
- Left click this the raise hand button to indicate that you have a question.

#### d. Meeting chat

- Left click the meeting chat to participate in class conversation.
- Type questions and responses in the “reply” box at the bottom of the meeting chat. Left click the send arrow to display what you have typed in the meeting chat.

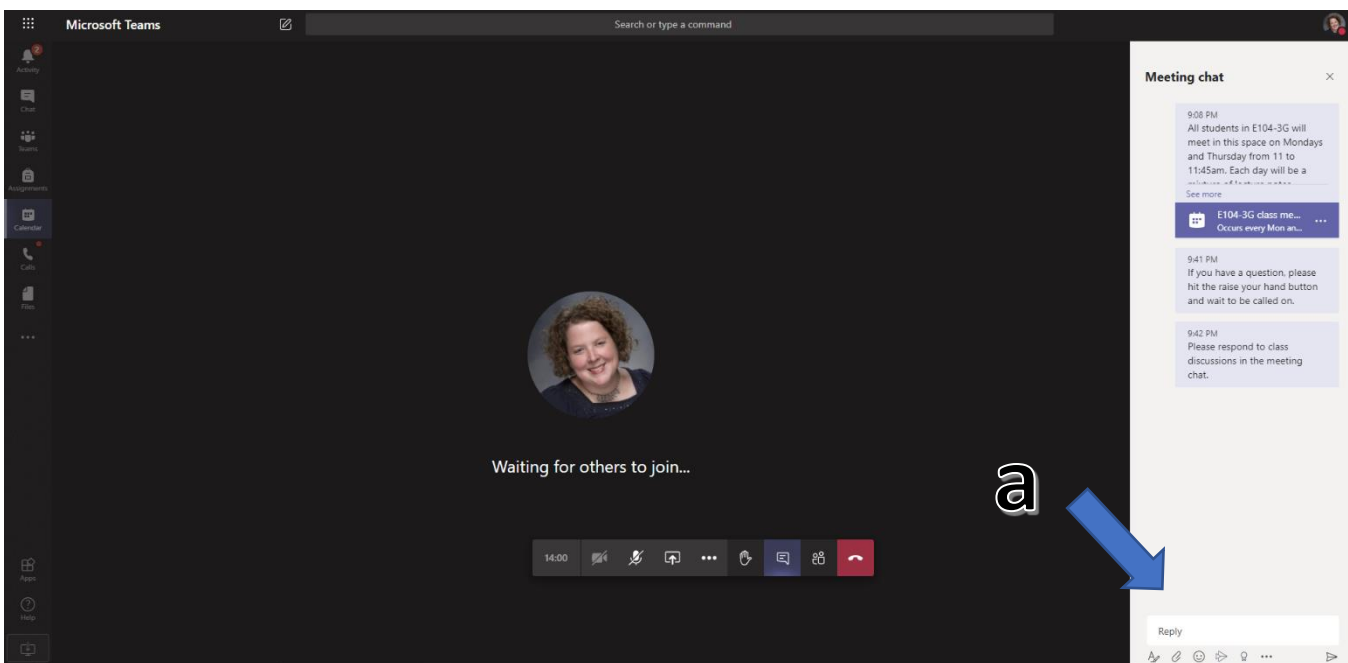
#### e. Leaving meeting

- Left click the red phone to leave the class meeting.



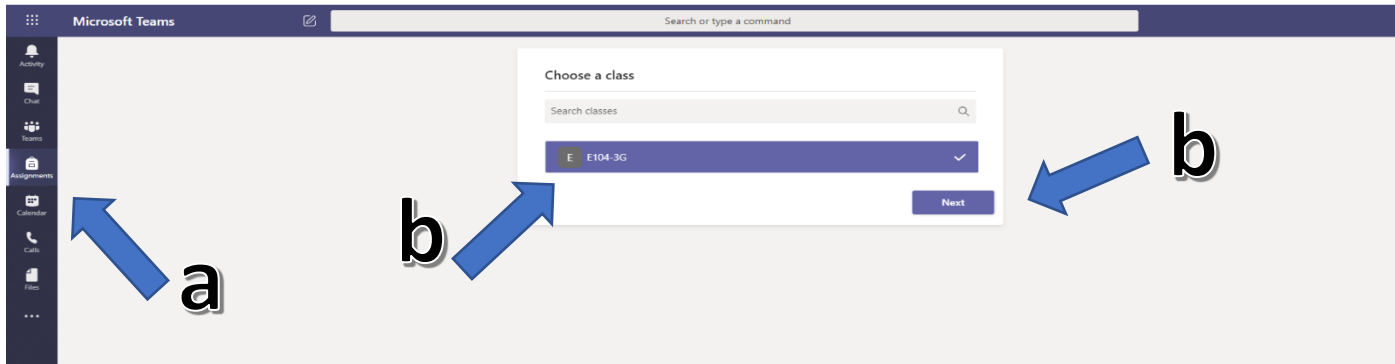
### Participating in class discussion via meeting chat in Teams

- Type your response or questions in the reply line.
- Left click the “send” arrow.

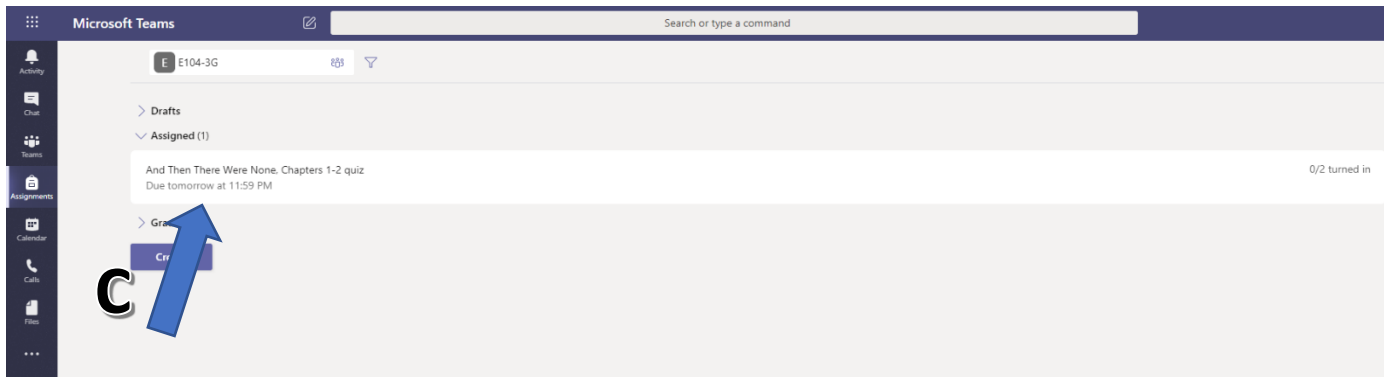


## How to find and complete an assignment you have due in Teams

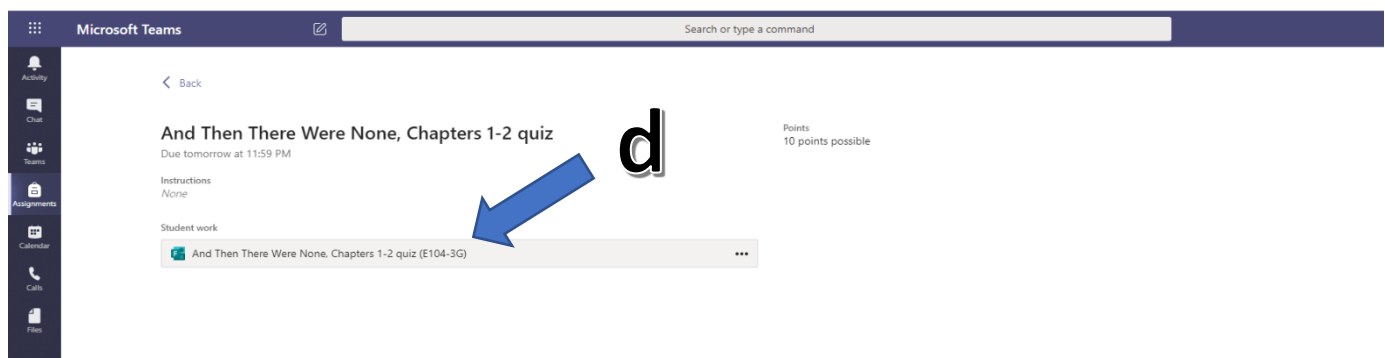
- Left click “assignments” in the far left toolbar.
- Left click the class giving the assignment to highlight it in blue and click “next”.



- Left click the assignment assigned by the teacher to open it.



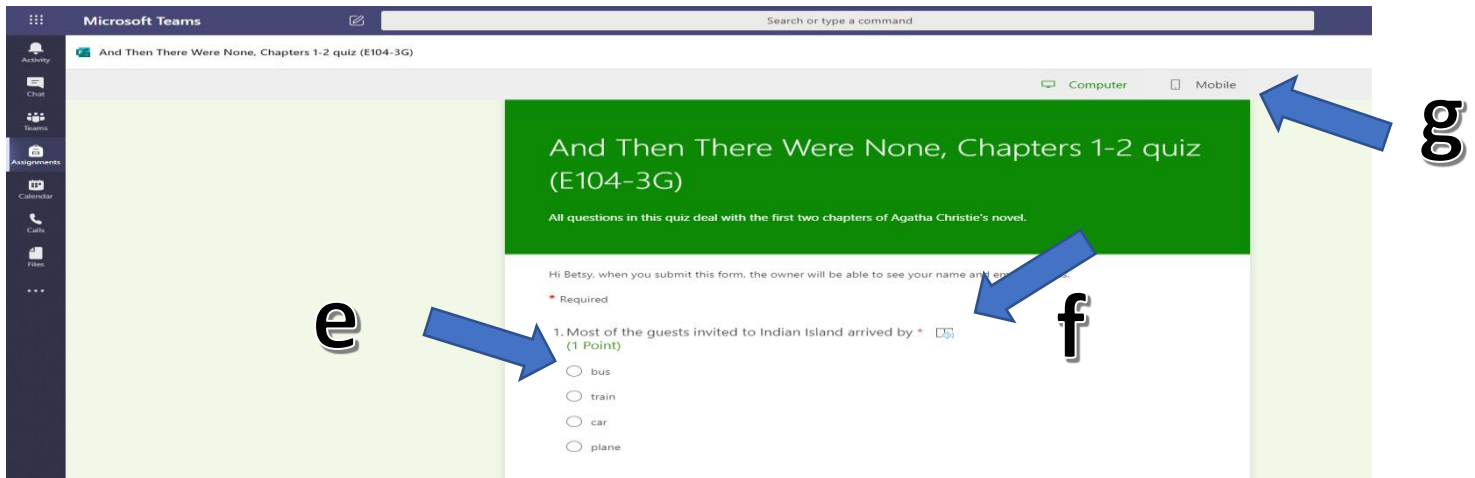
- Left click the assignment to open the assessment in Forms.



e. Left click the circle to the left of your answer choice to indicate your selections in Forms

f. Left click the “Immersive Reader” icon at the end of each question to hear it read aloud

g. Left click “mobile” if you are using a cell phone to take the quiz



## How to find important class files uploaded for your class

a. Left click on “Files in the top toolbar

- All class folders and other important documents will be loaded here

