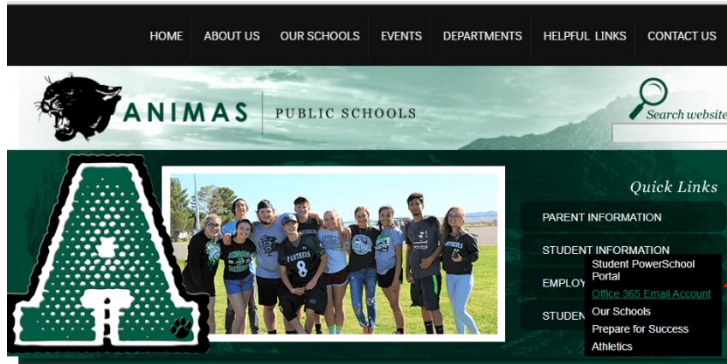


# How to join your Class Meeting in Teams!

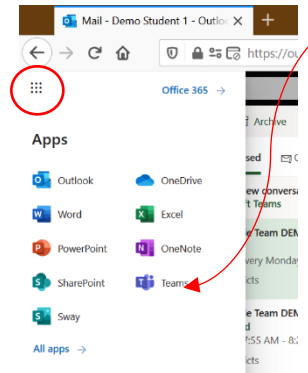
## Students 3<sup>rd</sup> – 12<sup>th</sup> Graders

You will need to use your school email address to log into your account and get to Microsoft Teams. You can go to our school website,

<https://www.animask12.net/> and under Student Information, click on the link Office 365 Email Account to get to the login screen.



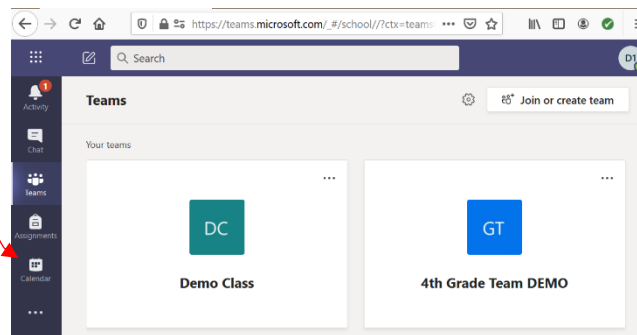
Once you have logged in, you will go to the top left corner where there are 9



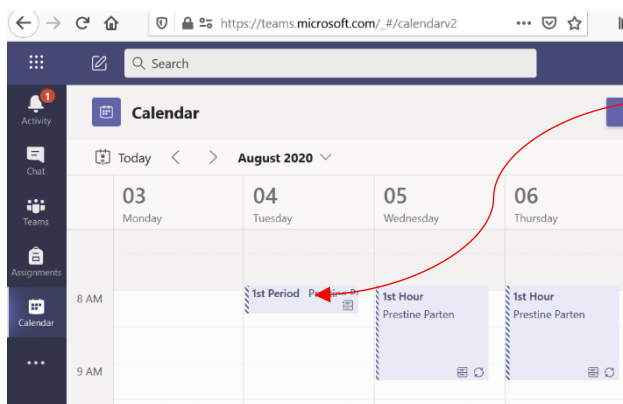
dots grouped together (like a waffle) and click on it. This will show you all of the apps you have. Look for **Teams** and click on it.

Your class(es) will be shown here as Teams

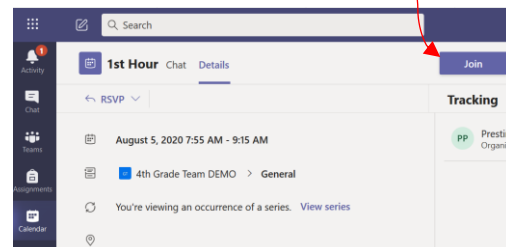
To get to your class meeting, click on the left where it says **Calendar**



Your classes will be listed by time for each day.



On **Tuesday at 7:55**, you will open up your **calendar** in **Teams**, click on your 1<sup>st</sup> period appointment on the calendar, and click on the purple **Join** button. You'll be in! You will repeat for each class at each scheduled time!



# How to join your Class Meeting in Teams!

## Parents of PK-2<sup>nd</sup> Graders

Your child’s teacher will be inviting your child through your email address because our littles will not have a school email address. You will receive an email that looks similar to the one pictured here. It will give you the name of the Team, the teacher’s name, and the time of the meeting(s). There is usually an RSVP area (Yes, Maybe, No) and an area for a message to the teacher. The link to the meeting will be the words in purple that say Join Microsoft Teams Meeting. Clicking on that at the time and date of the meeting will get you into your child’s classroom meeting!

