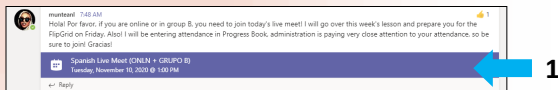


How do I go to a Live Class Meeting on Microsoft Teams?

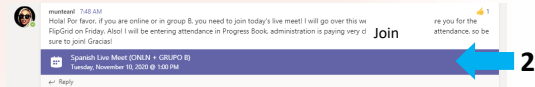
All you need to join a **Teams meeting** is a link.

Meeting links can be found many places, but they will always appear in the **General Post**.

- Teachers often post about a meeting before it takes place. You will see the date and the time of the meeting along with other important information. **(1)** This is what a meeting will look like when it is posted:




- This is what a meeting will look like when it is time to join the meeting. To join the meeting click the **Join** button **(2)**:

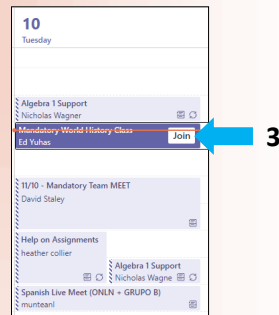


- Depending on the meeting you may go directly to the meeting or have to wait until the teacher “lets you in”
- You may have to **allow** teams to access your microphone and camera.
- You can use the **Tool Bar** below for any of the actions listed.





Calendar

- The **Calendar** App in Teams appears in the left hand column. 
- Calendar keeps track of the meetings your teachers have scheduled.*
- When a Meeting goes **Live**, you can **Join** the meeting by clicking on the **Join** link **(3)**



*If you are **Invited** to a Meeting, you may have to **accept** the invitation for the meeting to show up on your Calendar.

Troubleshooting:

- If the app or icon isn't working log in at office.com
- Restart your laptop using the mouse or trackpad. Click on the  and then click the  Do this once a day!
- Make sure you are logged off of any other Office 365 accounts.
- Accept Cookies** if you are asked.
- If **Securly** appears, log in with Microsoft.
- Remember—**Posts** can be read by everyone in the team.
- Use **Chat** to talk with one person or a small group.

A Student's Guide to Office365 –102

Beyond Signing in: Uploading files, One Drive, Team Meets, Calendar.



Warren City Schools

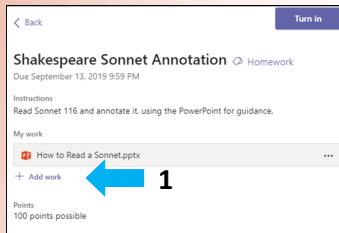
Warren G. Harding High School

For Tech Help:

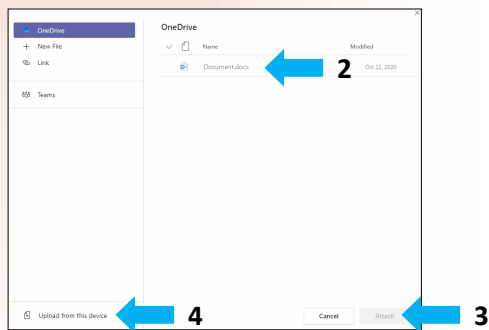
Go to WarrenCitySchools.org and fill out the Tech Support Form or Call (330)841-2316 and ask for Tech support.

Uploading a File:

There are times when your teacher may ask you to **upload a document** or file to your assignment before you turn it in. Start by going to the assignment:



- Click on **+Add work** or **Add work (1)**
- A window will pop up with *One Drive* at the top.



- If your document or file is saved on One Drive, you will see it in the middle column.(2) You can click on the file and then click **Attach(3)**
- If it is saved elsewhere you will have to click **Upload from this device (4)** Choose the file and then **Attach (3)**

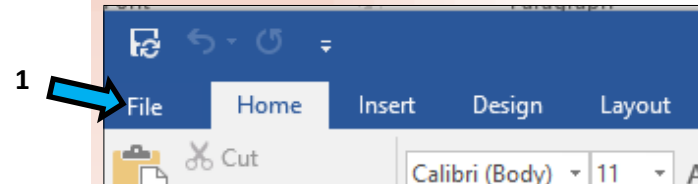
What is One Drive?

One Drive is an online file hosting service from Microsoft. This means that One Drive is a place where you can save your documents and other files. One Drive is located on the Cloud. The benefit of saving your files to One Drive, instead of the computer documents folder, is that you can have access to anything stored in One Drive from any computer, at any time. There is also an App for One Drive that makes it accessible from your Smart Phone.

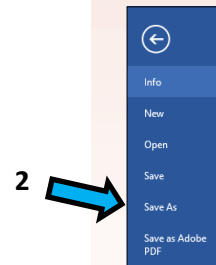
How do I save something to One Drive?

If you are working on a document, like a Microsoft Word document or a power point slide, do the following:

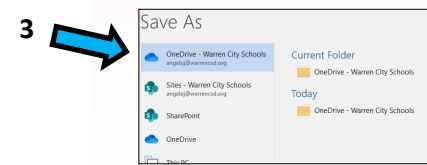
- Click on **File** at the top of the screen (1)



- Click on **Save As (2)**



- Click on **One Drive (3)** that shows your email address.



- Name your document
- Click **save**

Can I save something from my Google Drive in One Drive?

- Yes
- In your google drive click on **file** and then **download as**.
- You can then download a google document as a word document, a google slide as a power point, etc.
- Log onto **office.com** and click on your **One Drive** on the left hand side.
- Click on **Upload**
- Click **File**
- Click **Downloads**
- Choose the file and **double click**
- Your file will now be saved in **One Drive**

Tips:

- If you are working on a document that you opened in One Drive it automatically saves.
- If you change IP addresses (or WiFi network) restart your computer before you begin working. If you do not restart before you begin working, you may get a "Timed Out" message.