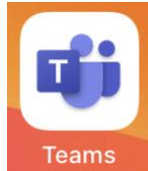


How to log into a Teams with your Student Log in for the First Time?

Open the Teams App on your iPad



You must enter the student ID# followed by @apsva.us (1123457@apsva.us)
To be clear this is not a functioning email account.



Sign in using your work or school account.

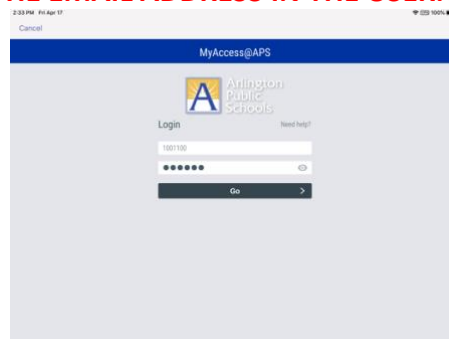
1001100@apsva.us

Sign in

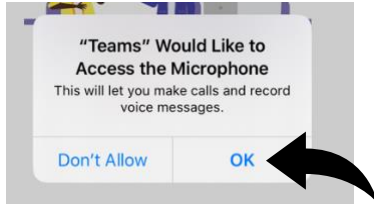
Username is the child's student ID#

Password: If the student does not know this, please contact classroom teacher.

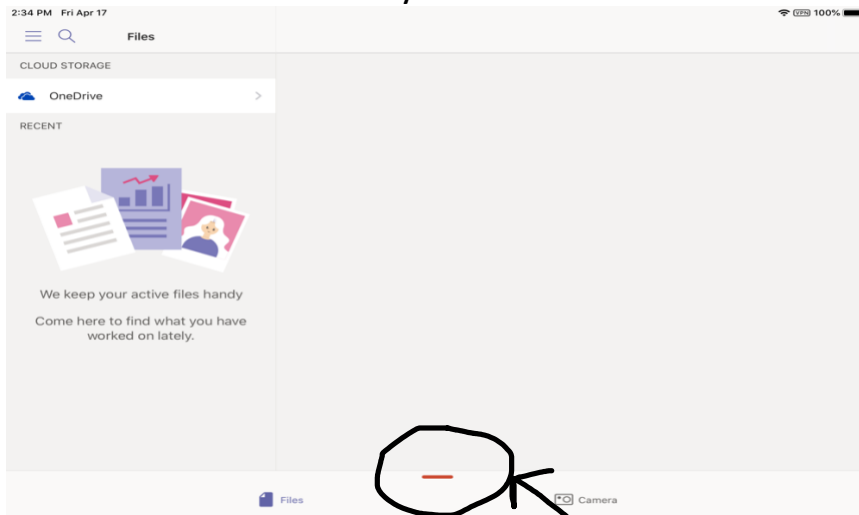
DO NOT PUT THE EMAIL ADDRESS IN THE USERNAME TEXT BOX



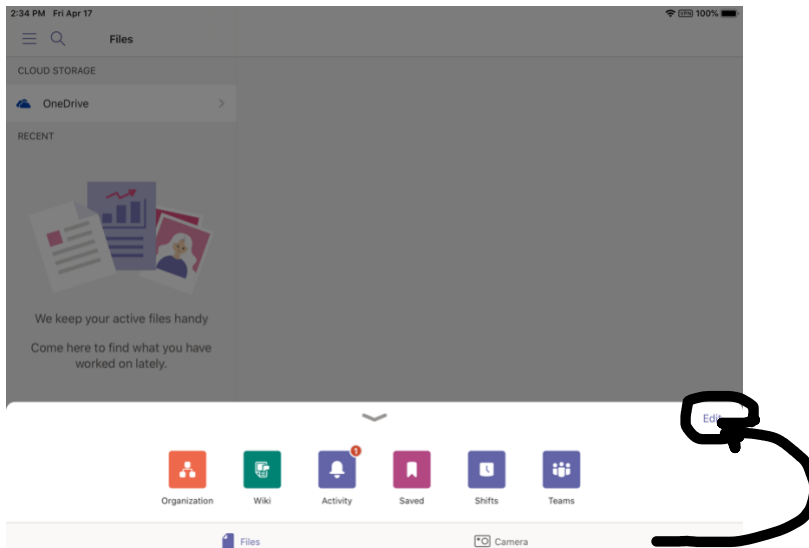
Once you log in, You **MUST** click **OK** to give the app access to your microphone. You also need to click **ALLOW** in the next pop-up for Notifications.



Once in the Teams APP this is what you will see:

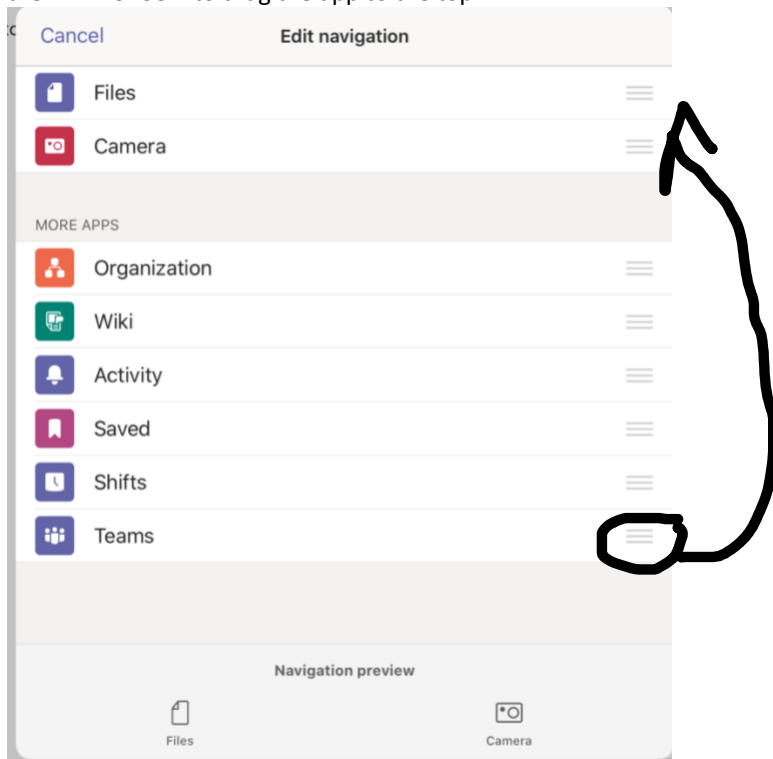


There is a hidden app menu if you flick up on the red line.



When the menu pops up you will see an option to **EDIT**, click it!
After clicking edit the window below will pop up

The window below will open up and you can now move apps to the navigation bar. You press on the 3lines next to the TEAMS ICON to drag the app to the top

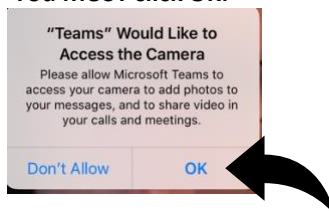


You must **SAVE** changes.

Teams is where you will see the link to join a MEETING. The JOIN button will not be visible until the teacher has entered the meeting.

ALERT, ALERT: READ ,READ, READ: Once you press the “Join Meeting” button you 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.



Now all setting should be ready for your next meeting with your teacher.

TROUBLESHOOTING:

What if I click “don’t allow” camera 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.**

