

How to Access a Microsoft Teams Meeting for STUDENTS

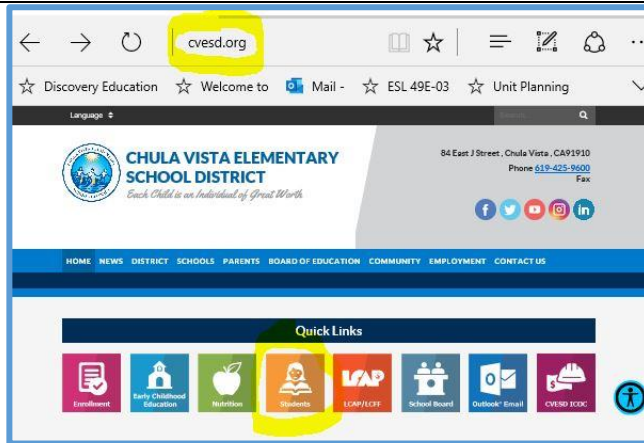
NOTE: Microsoft Teams is BEST used and the most functional using the Chrome browser:



Go to the district website:

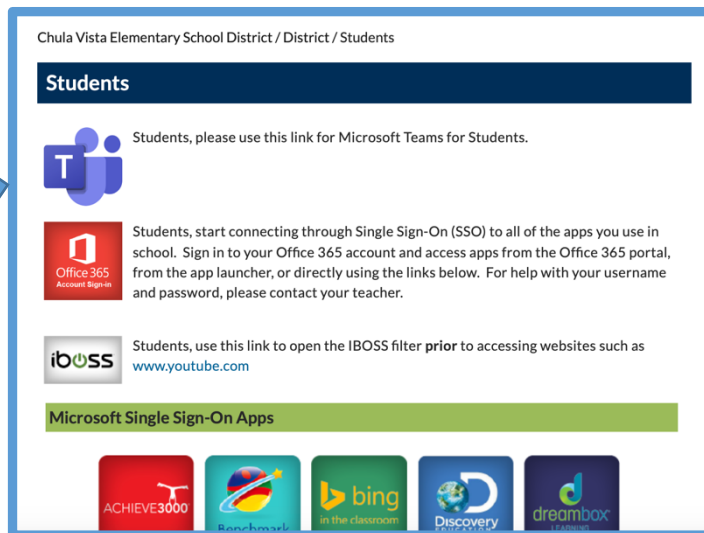
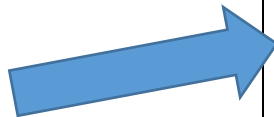
www.cvesd.org

Under "Quick Links" click on "Students".



Option 1 to get into Teams:

Click on Teams Tile.



Log-in to your Office 365 account using the following conventions:

Grade K-1
User name is your Student ID followed by @live.cvesd.org

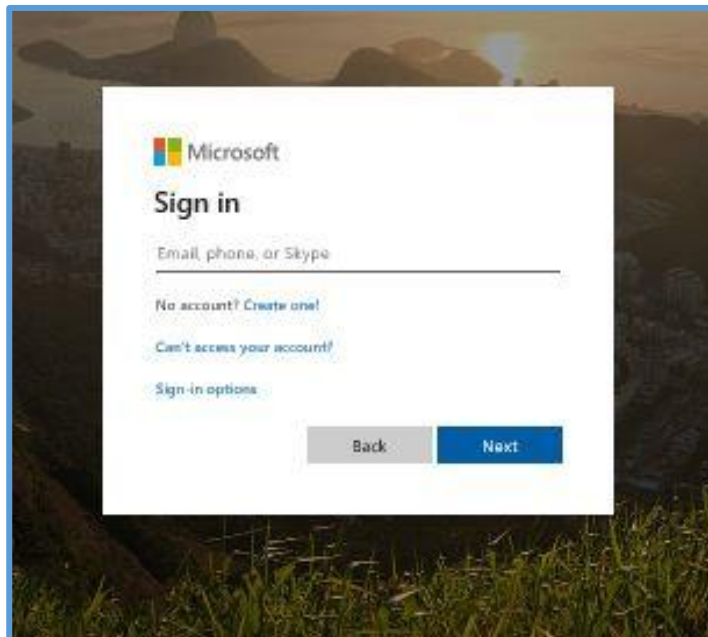
Password is first & last initial, ID number, and equal sign

Example:
123456@live.cvesd.org
cv123456=

Grade 2-6
User name is your Student ID followed by @live.cvesd.org

Password is capital first initial, last initial, and 8 digit birthday

Example:
123456@live.cvesd.org
Cv05142009



OR

Option 2 to get into Teams:

Click on "Office365".



Log-in to your Office 365 account using the following conventions:

Grade K-1
User name is your Student ID followed by @live.cvesd.org

Password is first & last initial, ID number, and equal sign

Example:
123456@live.cvesd.org
cv123456=

Grade 2-6
User name is your Student ID followed by @live.cvesd.org

Password is capital first initial, last initial, and 8 digit birthday

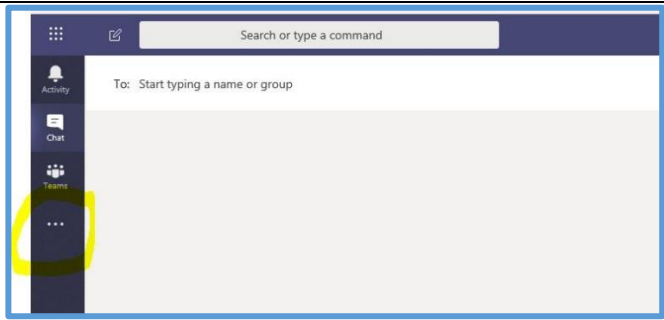
Example:
123456@live.cvesd.org
Cv05142009

Click on "Teams App".

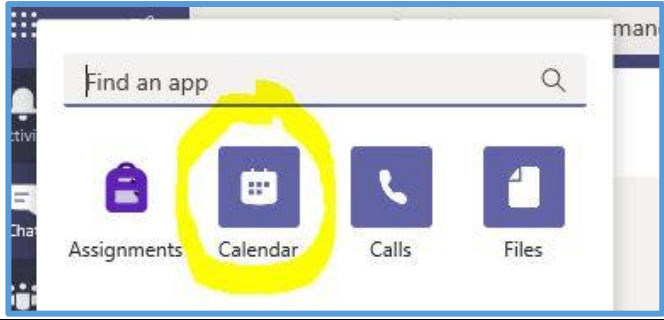
If it doesn't appear as shown, click on "All Apps" with the arrow and scroll through until you find "Teams".

Once you are on Teams through Option 1 OR Option 2, find your calendar on the left-hand tool bar.

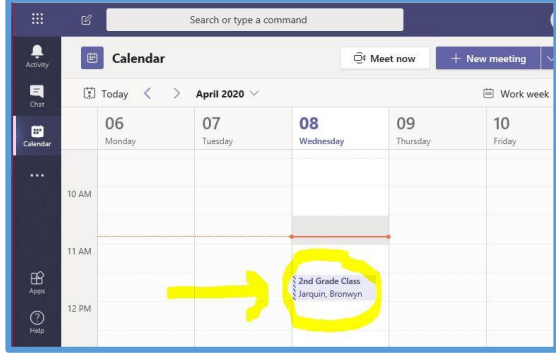
If you don't see it, click on the ellipses (...) as seen in yellow highlight.



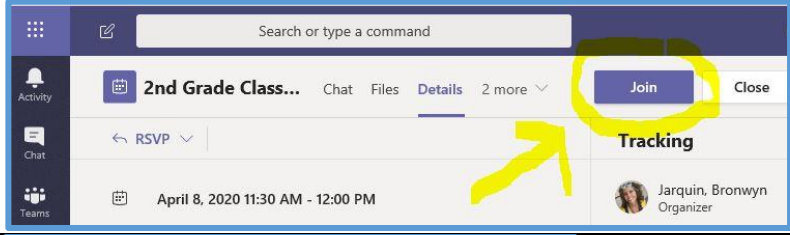
The "Calendar" button will pop up and click on that.



In your Calendar, find your scheduled "meeting" and click on the scheduled event.



Once you click on your scheduled "meeting", click on "Join" in the upper right-hand corner.



Once inside your scheduled "meeting", you can turn on or off your camera and microphone.

Click on "Join" to join your meeting.

Have fun and remember to follow the rules and norms for your learning time together! 😊

