



SAFER
SCHOOLS
TOGETHER

CREATING A SAFE ONLINE CLASSROOM USING Microsoft Teams

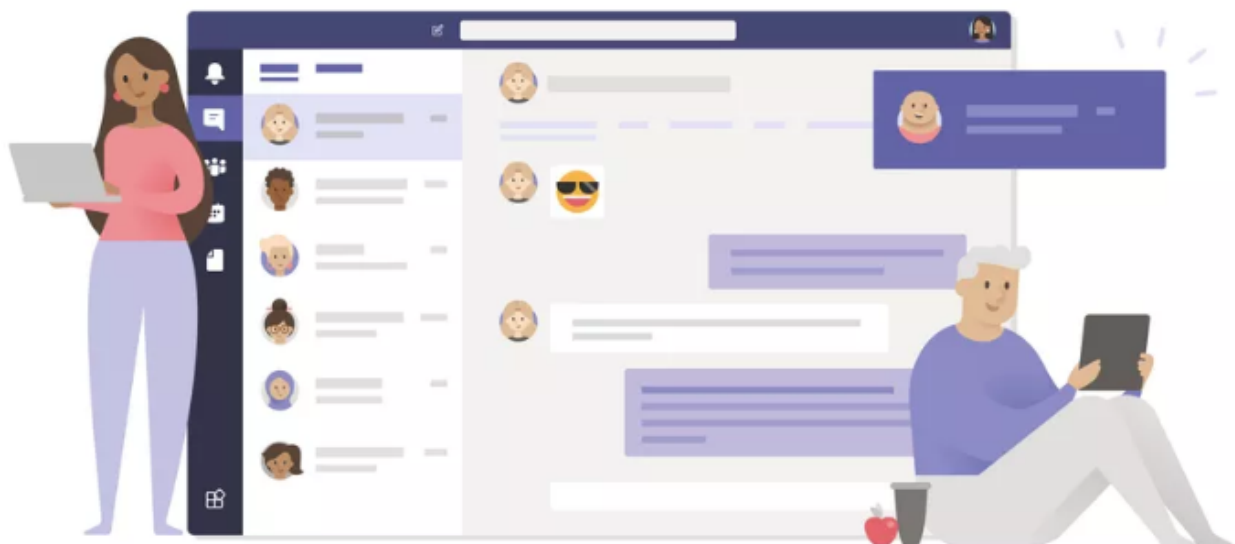


**Enter your work, school,
or Microsoft account.**

Before creating an online classroom using Microsoft Teams, it is highly recommended that you download and the Microsoft Teams desktop client as the desktop client provides more security.

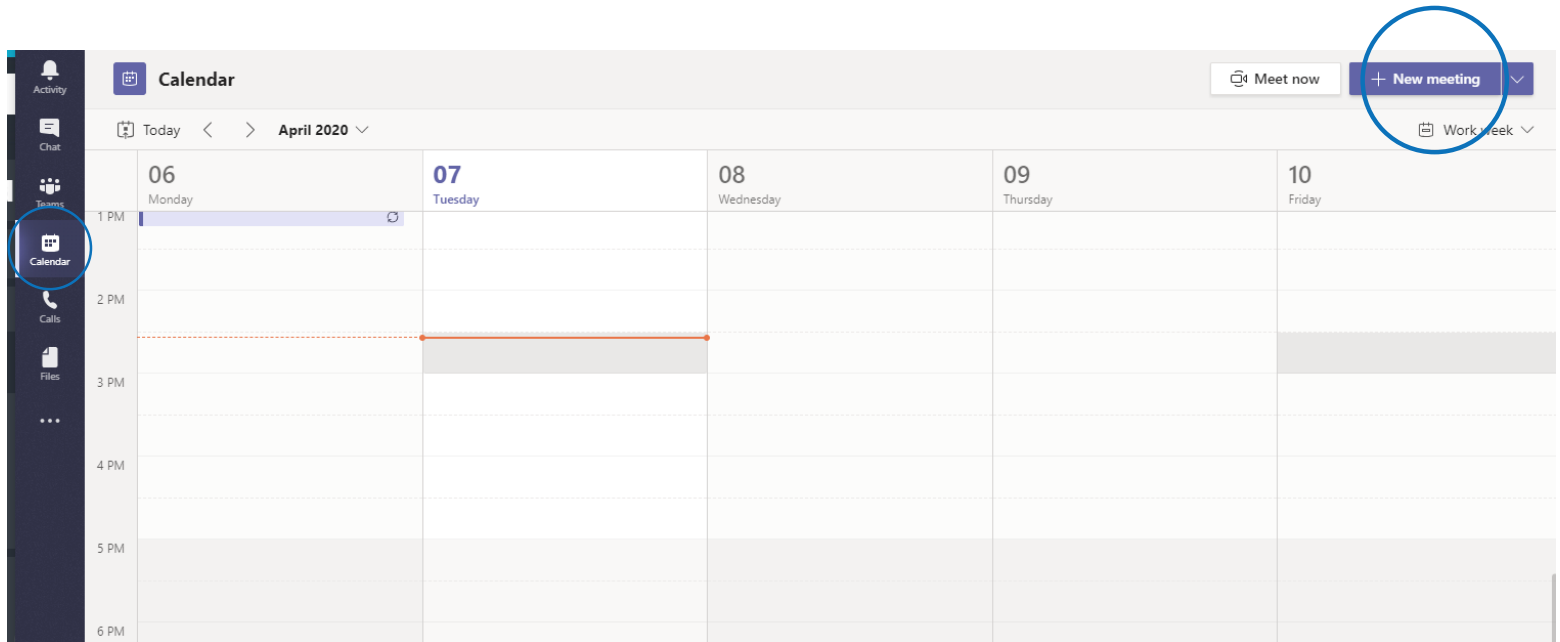
Sign-in address

Sign in

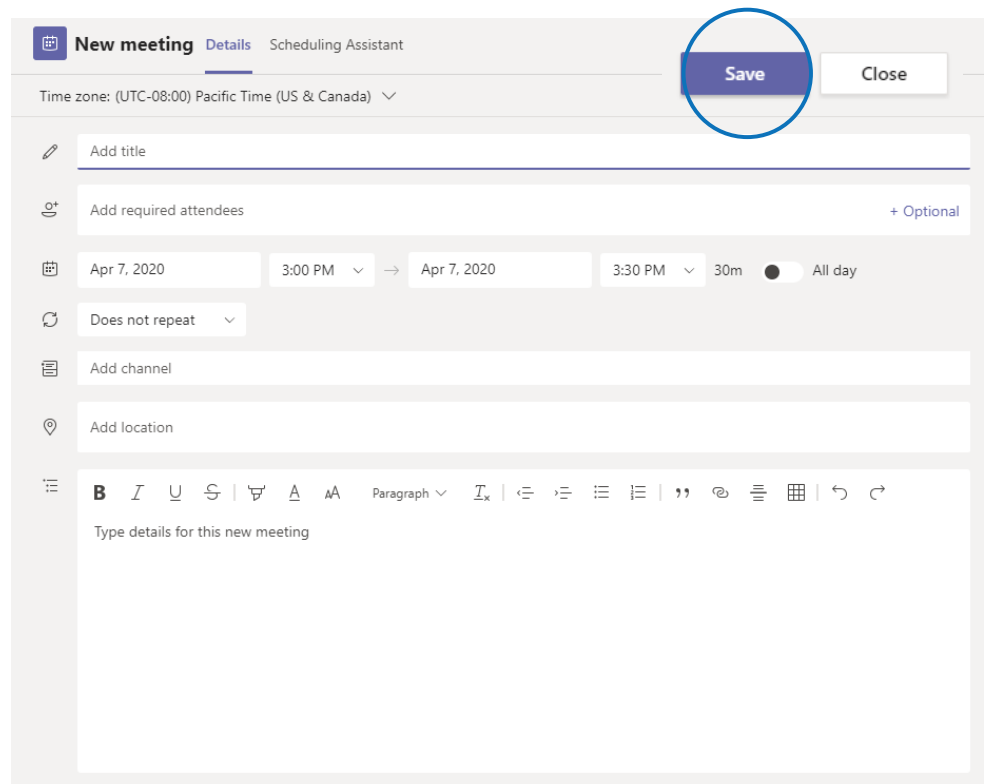


You can Host a Meeting Immediately or Schedule a Meeting for later

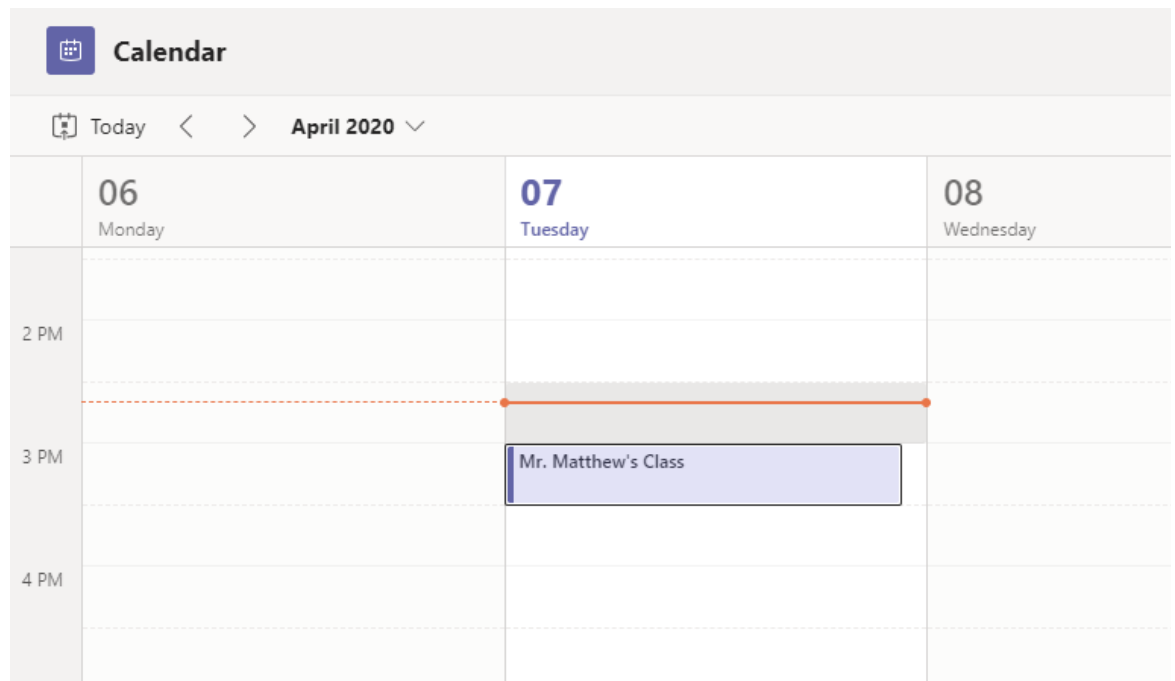
To Schedule a Meeting for later, click on the 'Calendar' tab to the left of the Microsoft Teams client. This will open up your calendar view



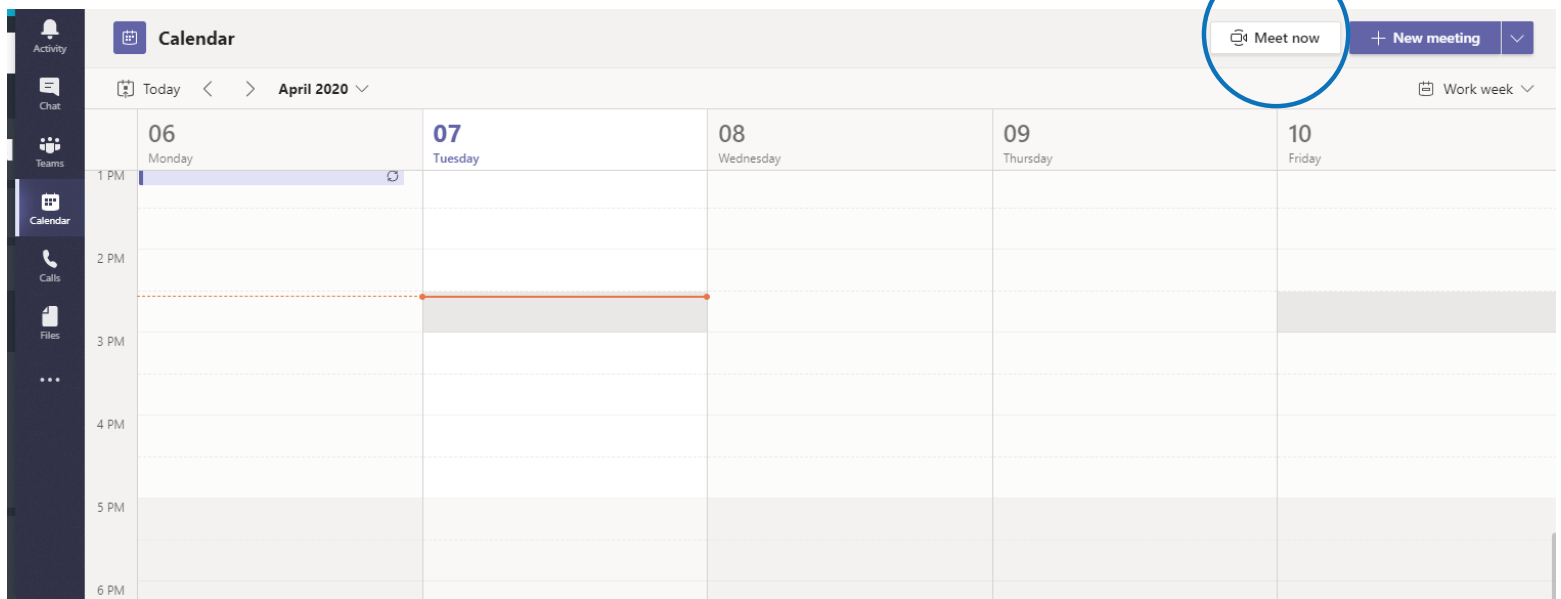
Next, click the '+ New Meeting' button on the top right of the screen. This will prompt you to fill in the information, then click 'Save'



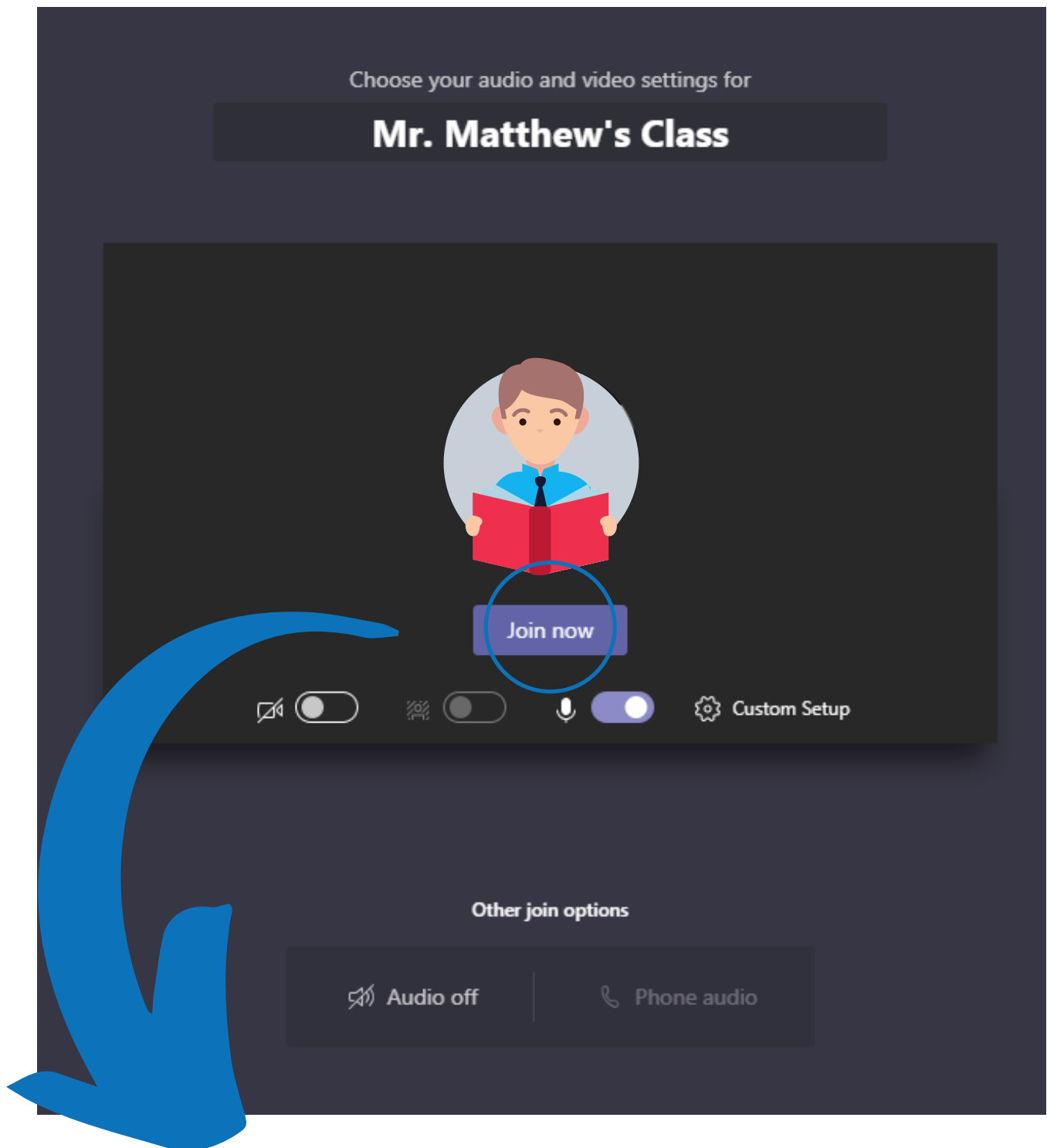
Your meeting will now be seen by all attendees invite both in teams and by email



To begin a meeting immediately, click the 'Meet Now' button in the 'Calendar' tab

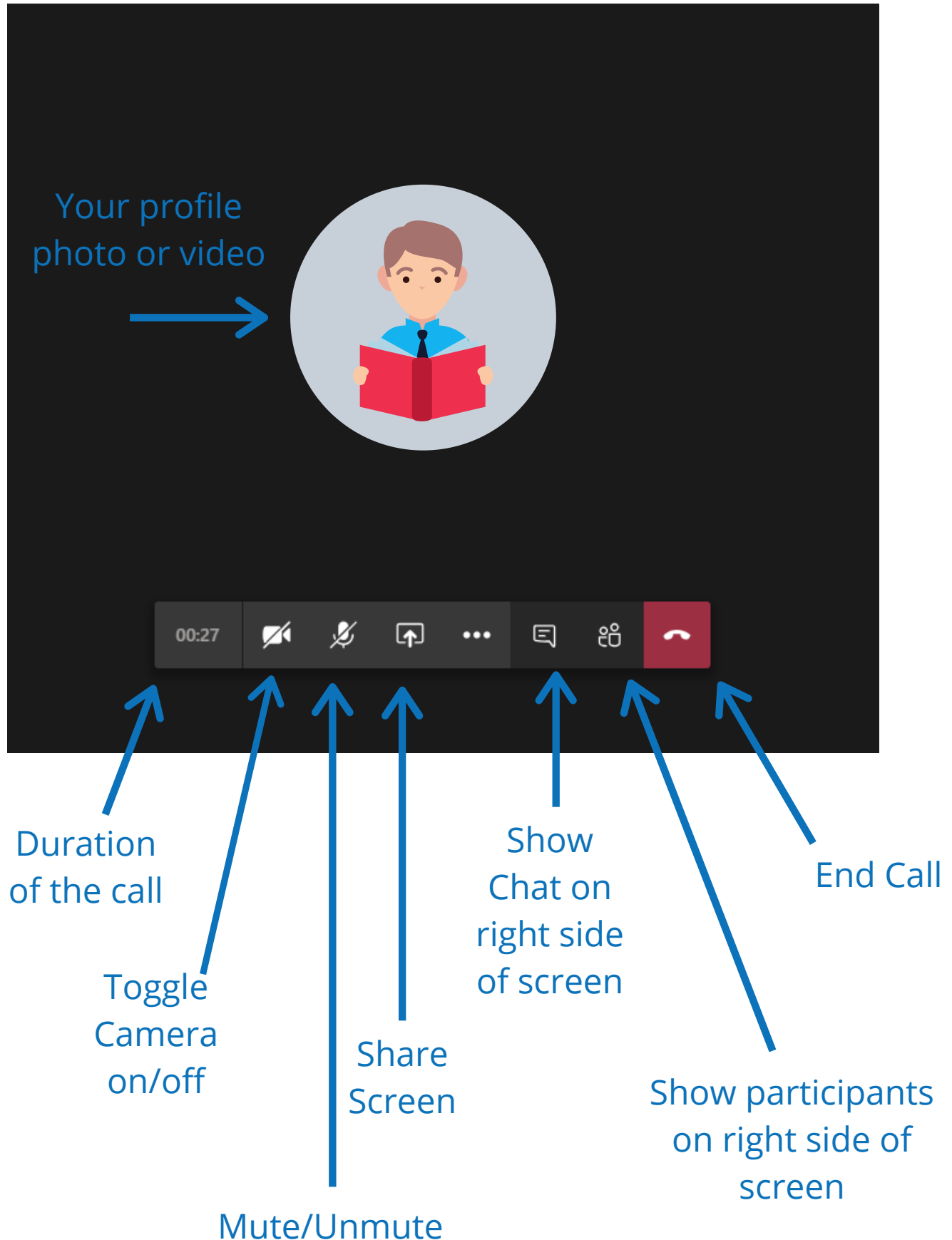


Once you begin a meeting, you will have an option to configure your video and audio settings



When you are ready to begin, click the 'Join Now' button

In the meeting



To mute or remove a specific student, click the 'Show Participants' button and right-click the name of the student you wish to mute or remove



Currently in this meeting (2)



Lauren



Colton

