How to Access a Microsoft Teams Meeting

Step 1: Click on the Office 365 icon located on computer desktop:

Alternative access: Use this link to access the Office 365 sign in page. Enter SPS credentials and password.

Step 2: Click the icon on the upper-left hand corner of the screen and select from the Office 365 applications.

Step 3: Students should select Use the Web App after clicking Teams:
Once in **Teams** students should click the icon located on the left-hand side of the screen followed by **Calendar**.

Once in the calendar select **Join** for your scheduled meeting.