

Teams Guide for Students

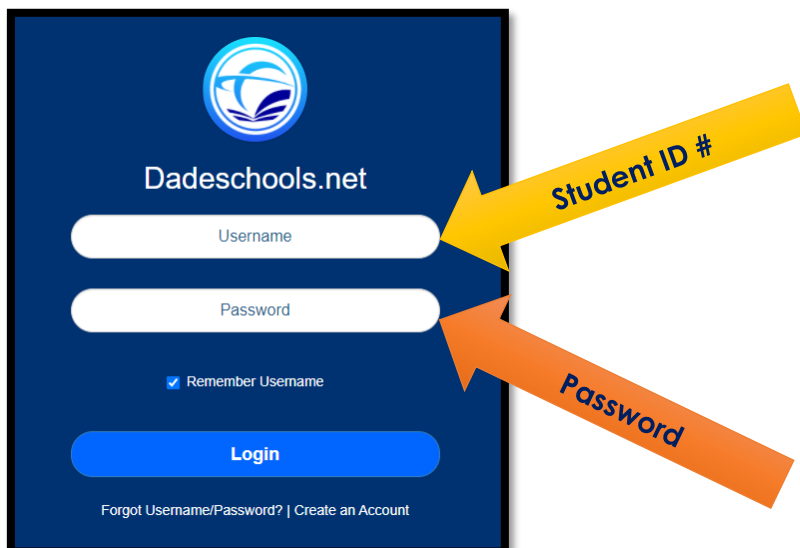
1. Go to <http://www.dadeschools.net/>
2. Click on **Students**.



3. Login to Student Portal

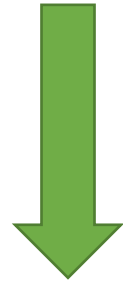


4. Type in Username and Password

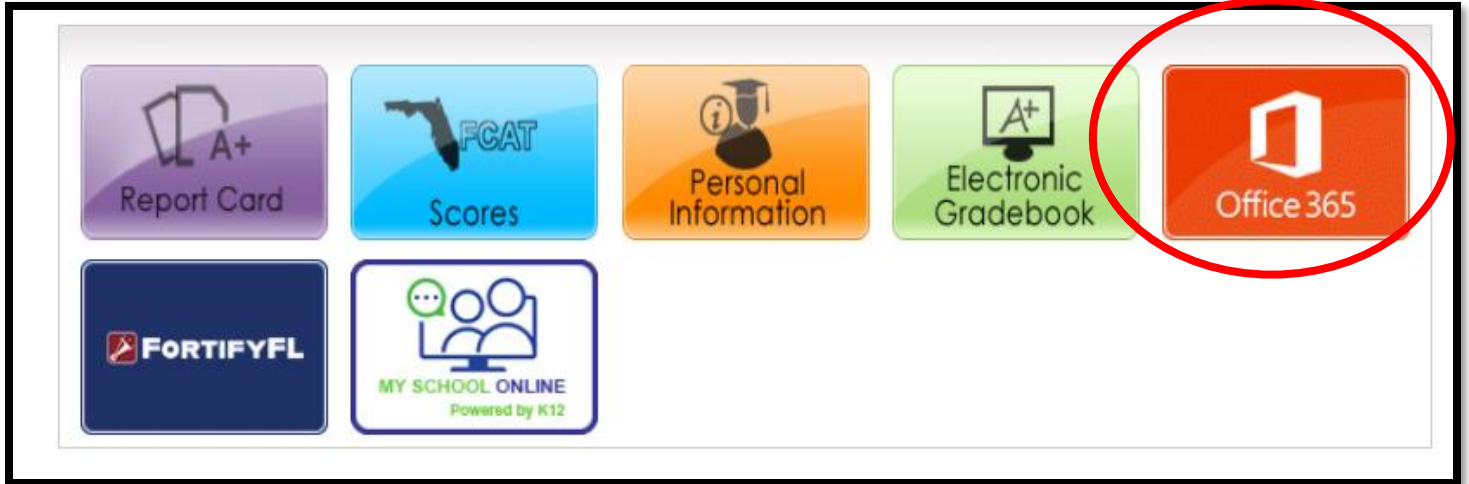


Download the Teams  application.

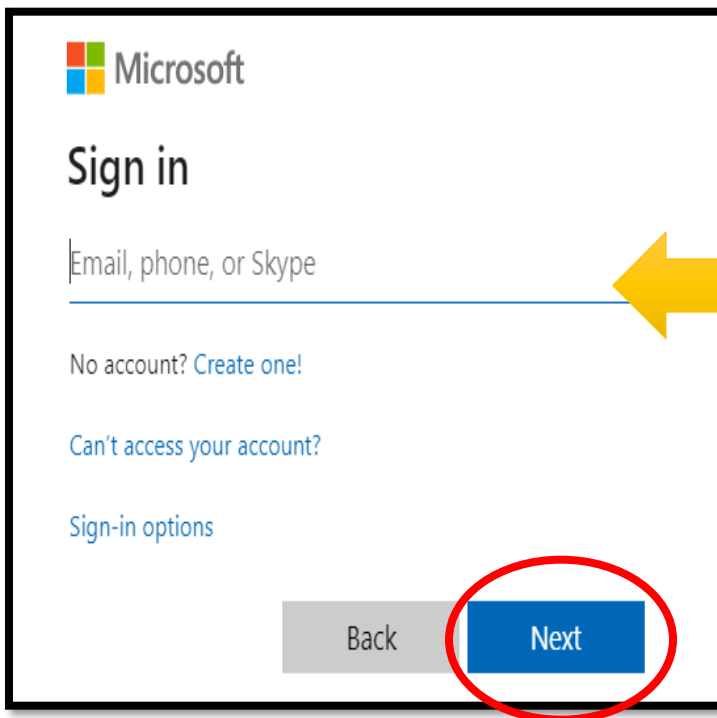
Teams



5. Click on **Office 365**



6. Add **student email** = studentID@students.dadeschools.net. Click **Next**.



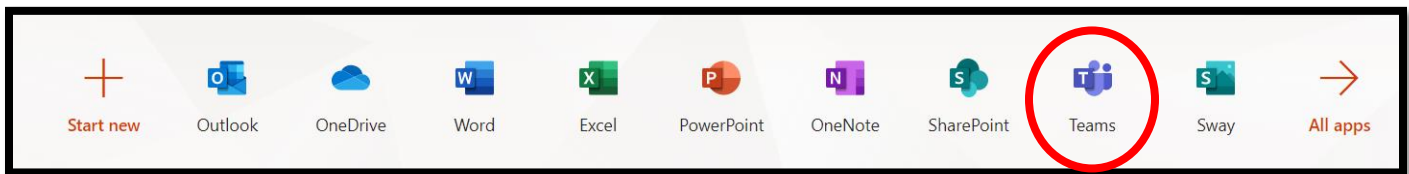
Student Email

7. Add **student password**. Click **Sign in**.

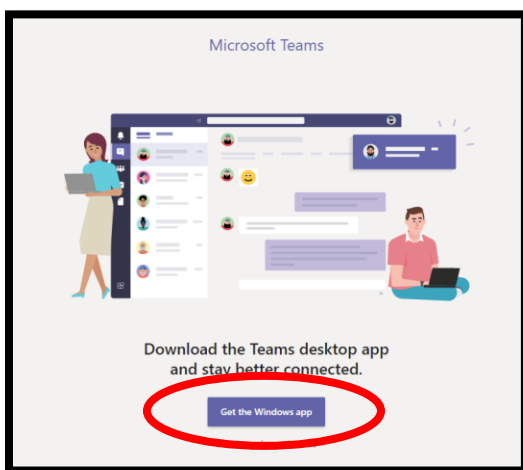


Use Your Student Portal Password

8. Click on Teams  and download the application to your desktop.



9. Click on **Get the Windows app**.

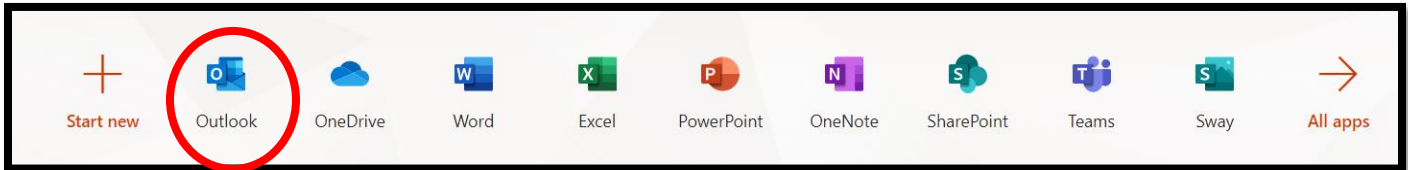


10. Open the Teams  in your desktop.

How to Join the Meetings (Option 1)

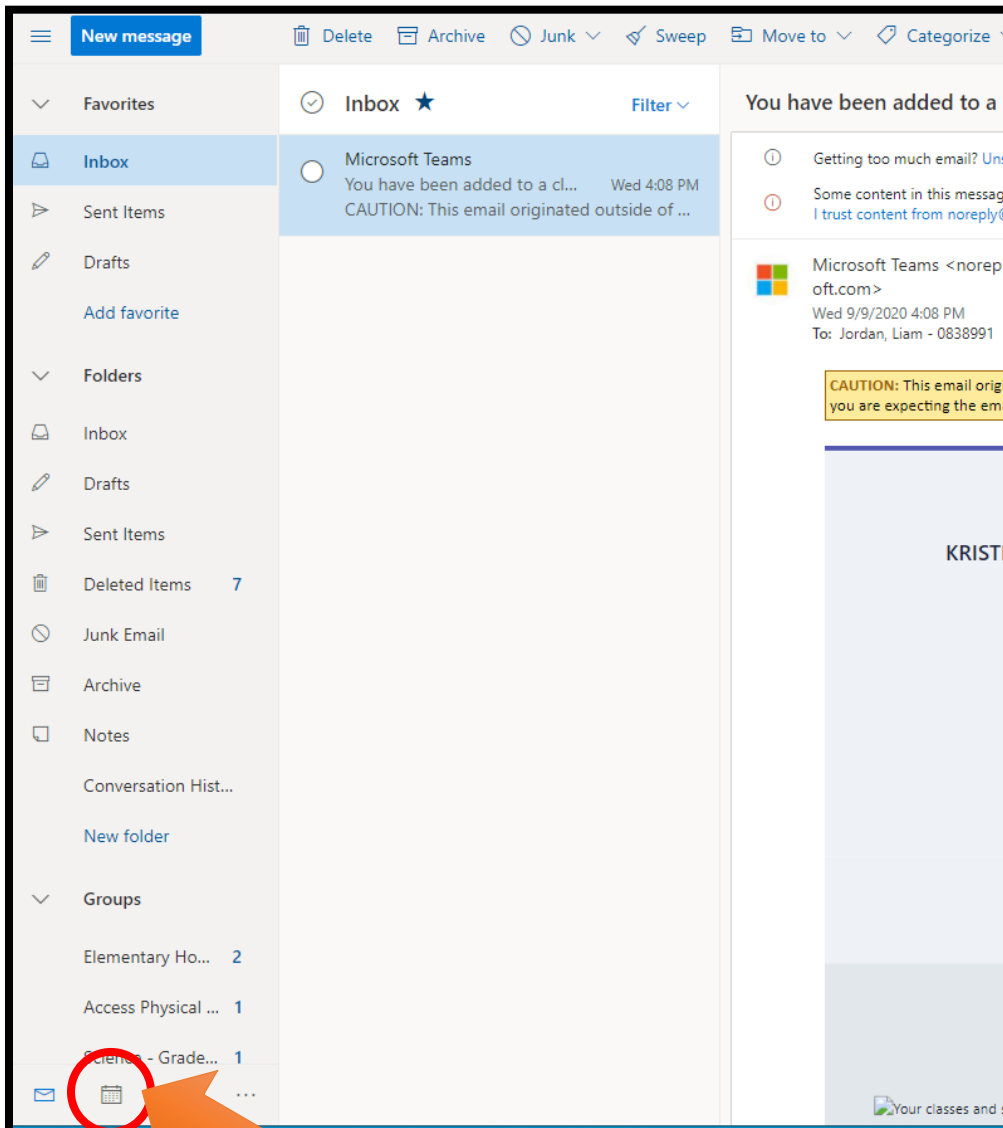
1. Follow steps 1 through 5.

2. Click on Outlook.

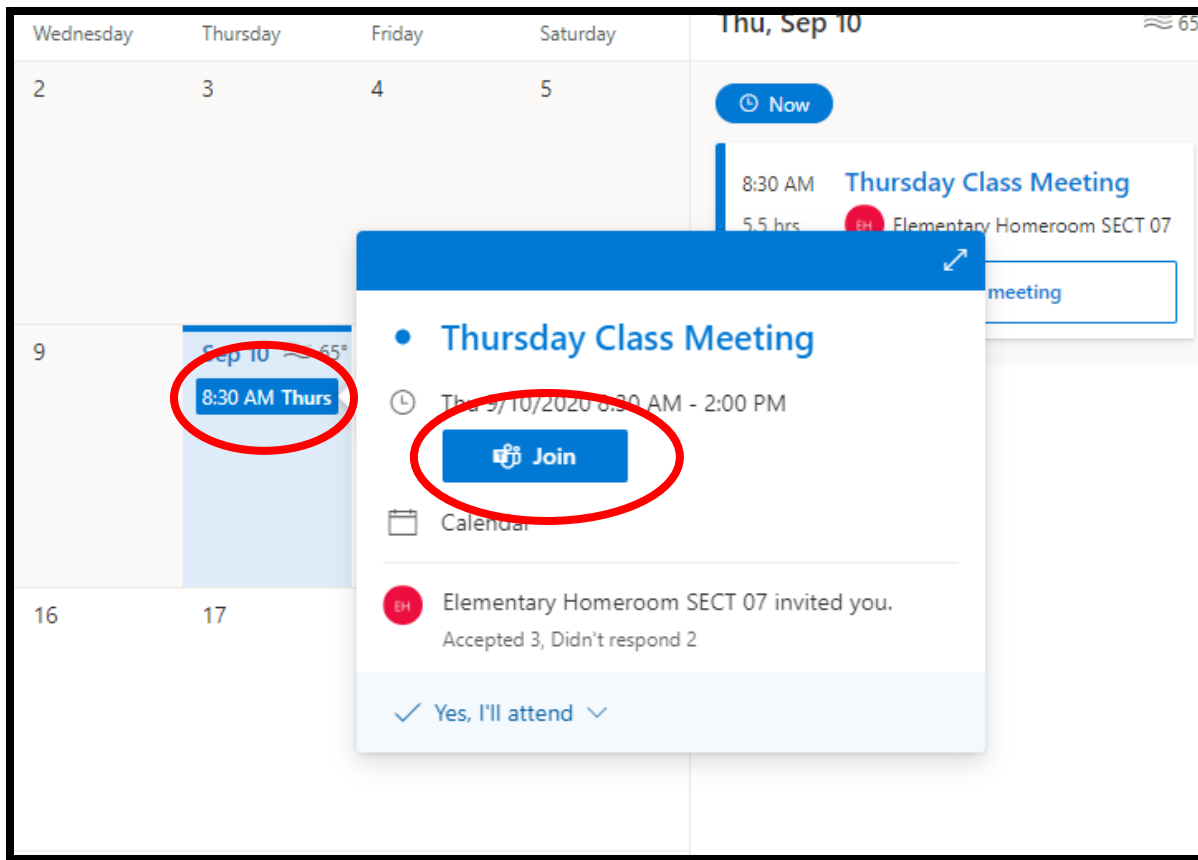


3. If the teacher sends an invitation via Outlook, accept it. Click on the teacher's email and RSVP by saying "yes."

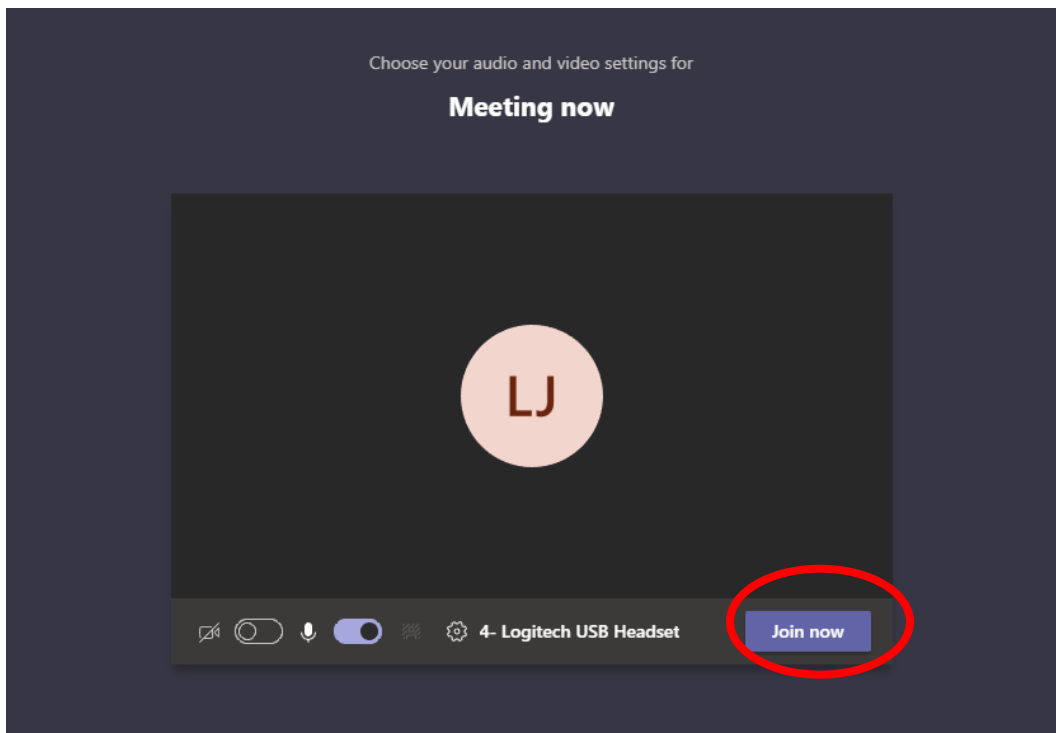
4. To join the meeting, click on Calendar.



5. Click on the invitation. A window will pop open. Click on **Join**.

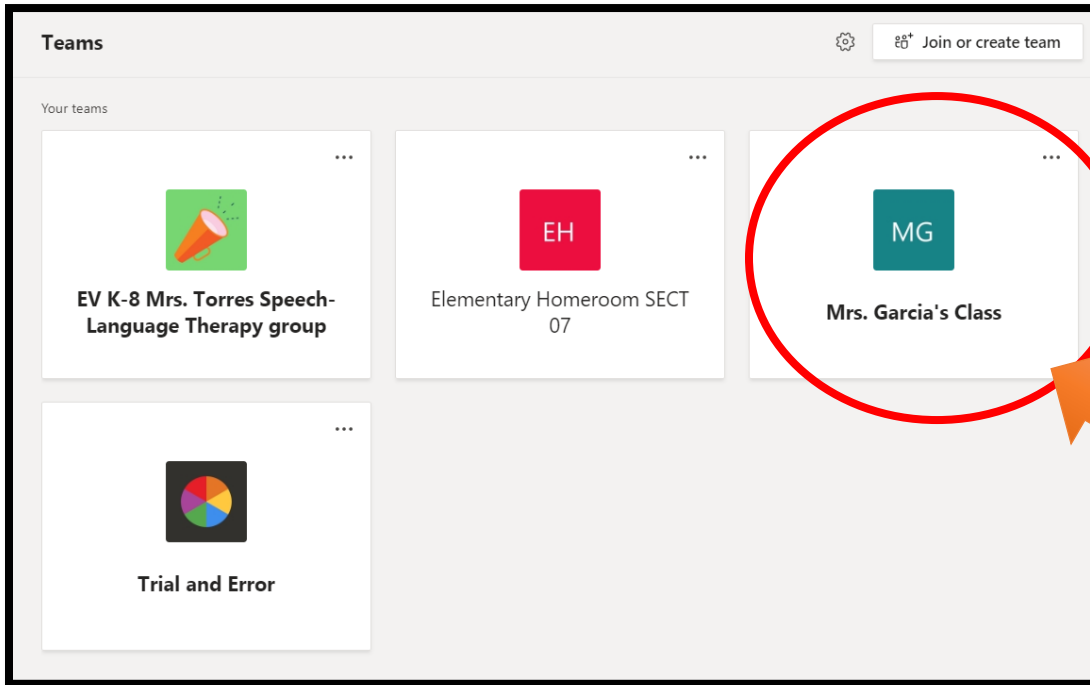


6. Once the application opens, click on **Join**.

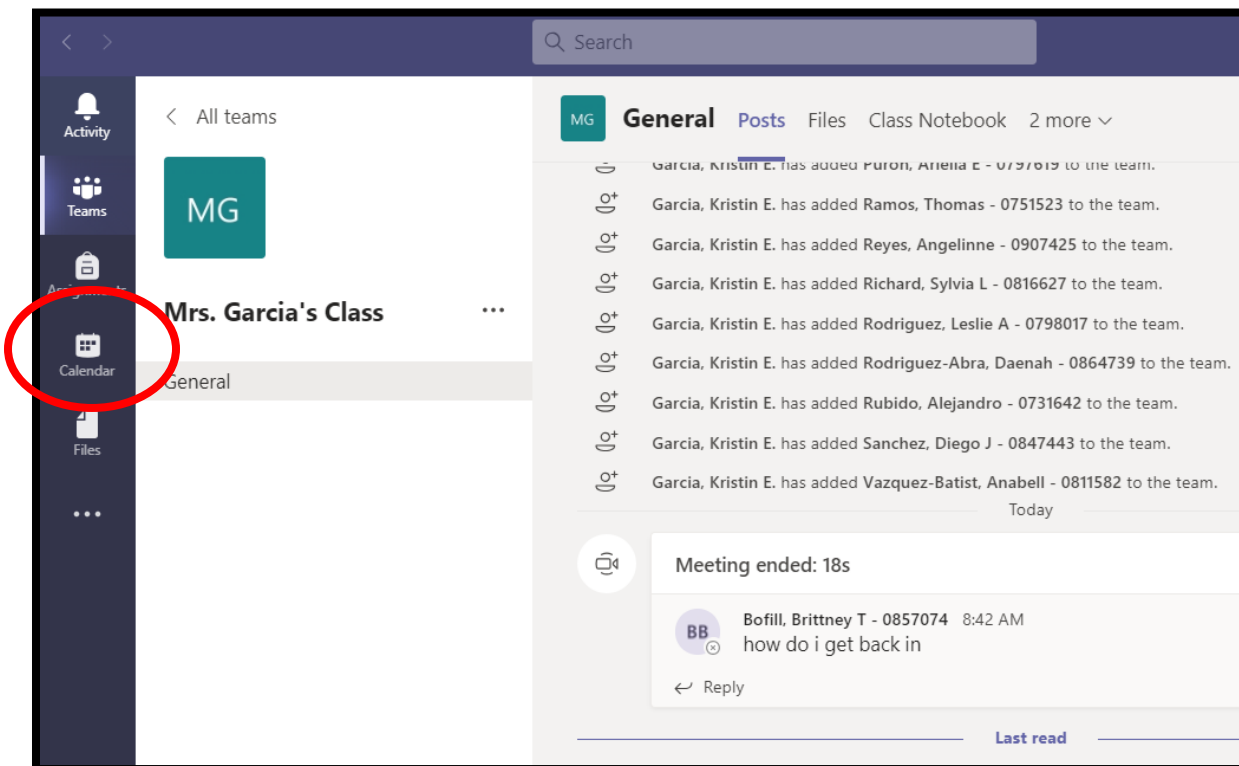


How to Join the Meetings (Option 2)

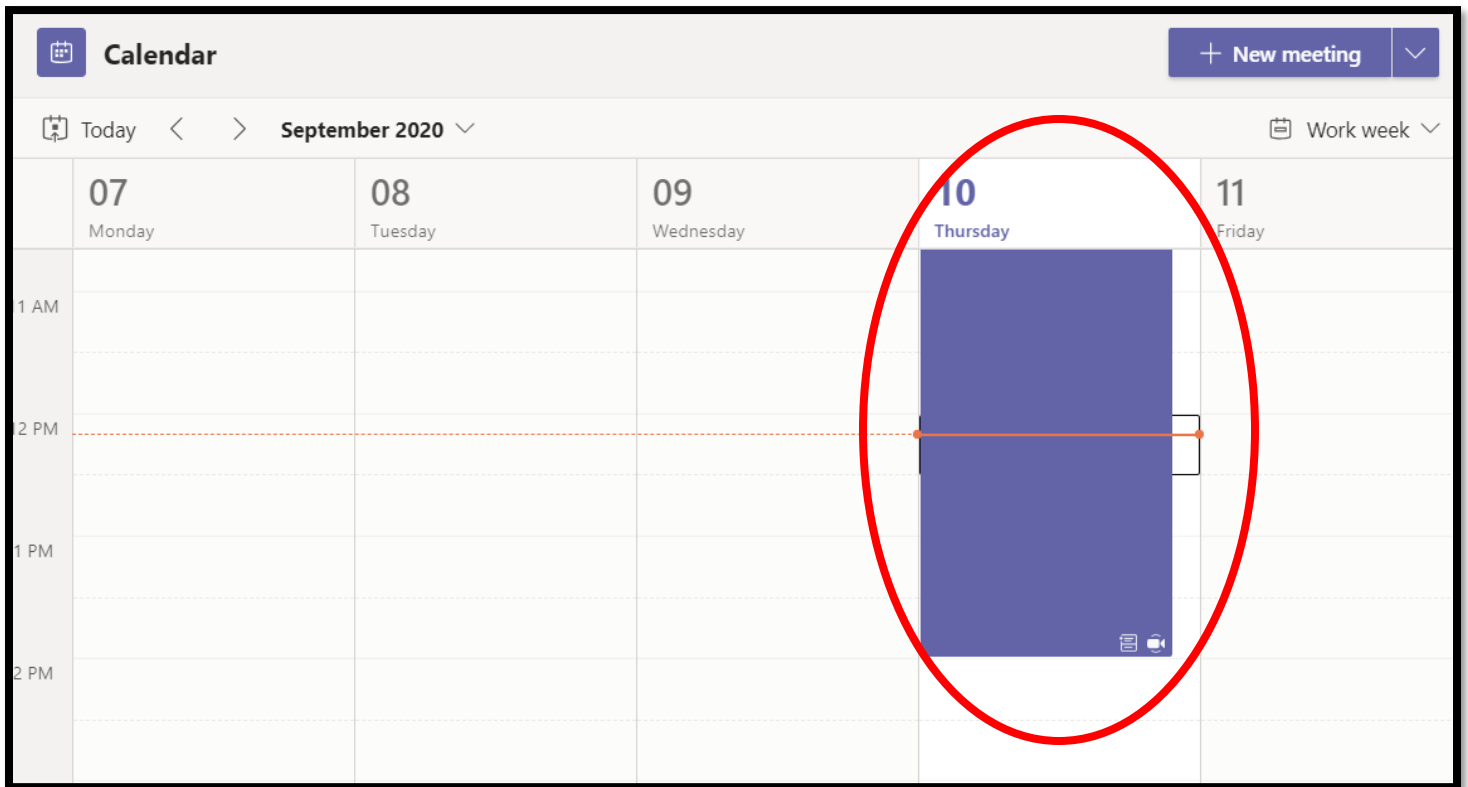
1. Open the Teams  application. Click on specific Teams (Mrs. Garcia's Class).



2. Click on Calendar.



3. Click on the blue file.



4. Click on [Join Microsoft Teams Meeting](#) or [Join](#) on top right.

