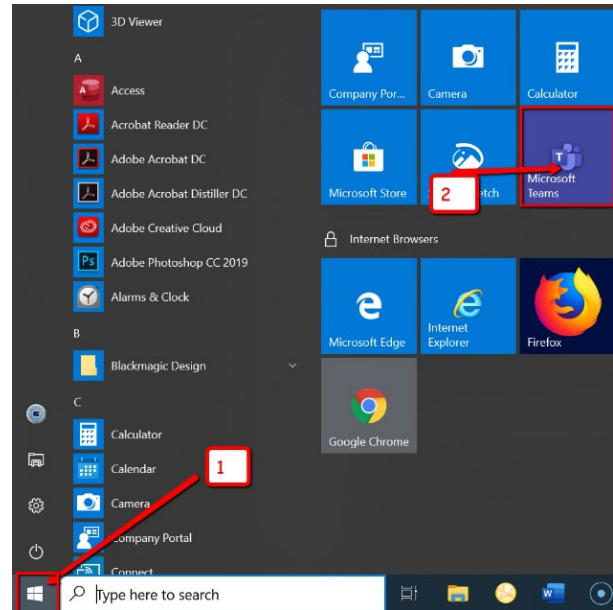


How to Join Microsoft Teams Meeting

From a CCPS Device

1. Click Windows start menu

2. Click Microsoft Teams icon



3. Enter S + 5 digit student ID followed by @calvertnet.k12.md.us

Enter your work, school,
or Microsoft account.

Sign in

Microsoft

Sign in

S + 5 digit student ID
then full calvertnet email

4. Enter your **password**:

Students grades PK-8: use your 8
digit birthday MMDDYYYY

High School students: new students
use birthday until you have the
option to change to a personal
password

Enter password

Students PK- 8: use 8 digit birthday
Students 9-12: use personal password

Sign in

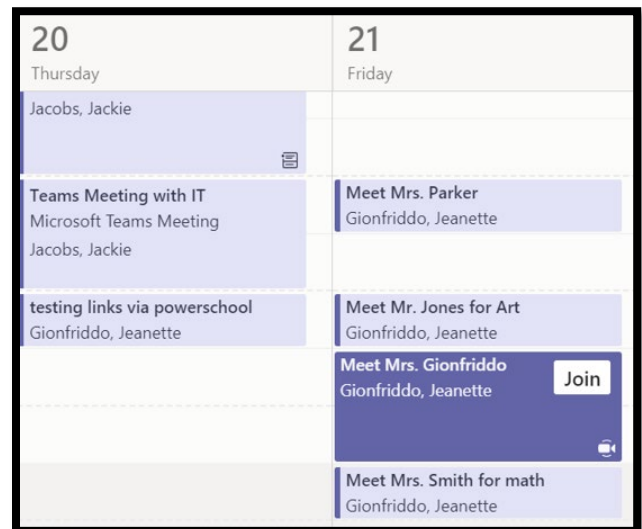
5. Teams application will open on your computer.



Look on the **left side** of the page for the activity bar and select the **Calendar Tab**.

6. Look for the event in the calendar.

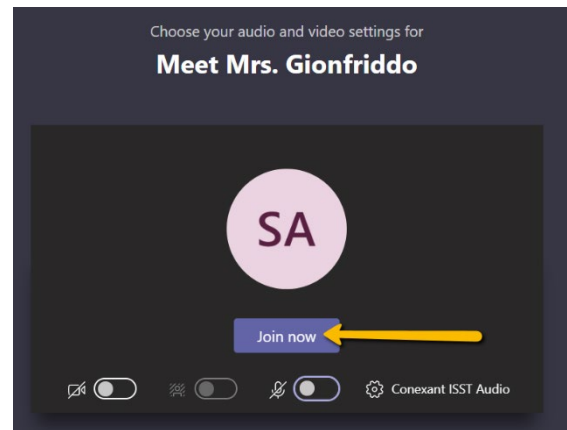
Active live meetings have:
a highlighted color, a **Join** button and a small video icon.



7. If the teacher has started the meeting, click on the appropriate appointment **Join** button.

If the teacher has not started the meeting, wait for the **Join** button to appear on the calendar.

8. Select the **Join Now** button.



We've let people in the meeting know you're waiting.

9. **Wait** to be admitted in the meeting. Your teacher will admit you to the meeting.

Still waiting??

10. What happens if a **Join button** doesn't appear after 5-10 minutes of scheduled meeting?

- Check to see if you are on the correct day and time of the calendar
- Check in Schoology and in your email for any class announcements or communication for any updates

If you do not find an update message posted or shared, contact your teacher through their preferred contact method for clarification.

Need help?

Issues with Microsoft Teams? Contact
ccpsaaplicatonhelp@calvertnet.k12.md.us

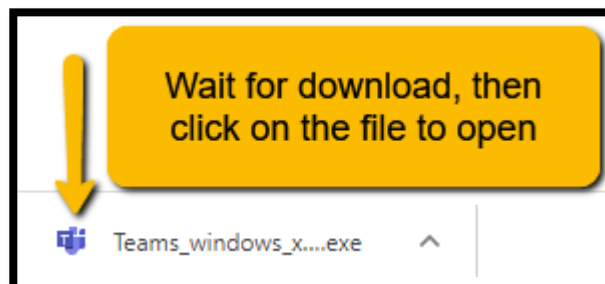
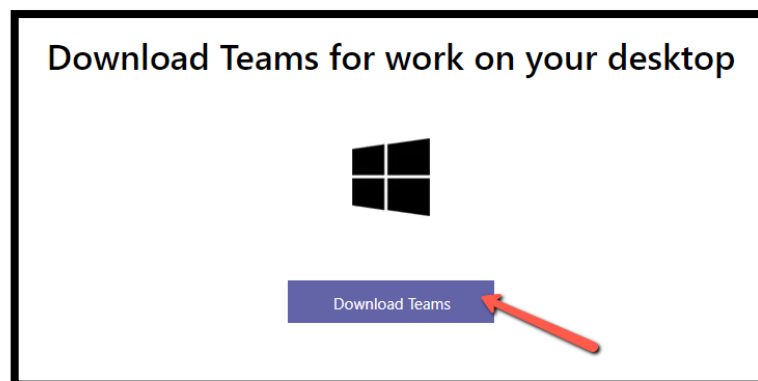
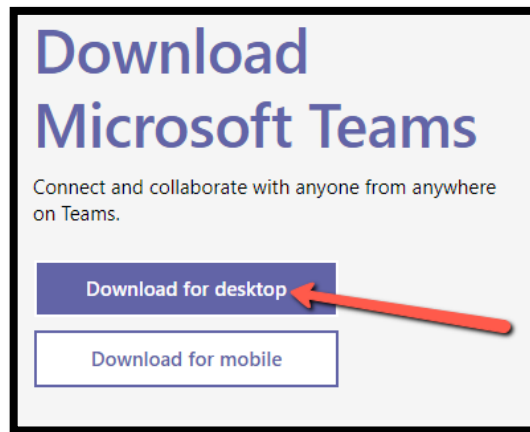
IT device related assistance should be sent to either
ccpsdevicehelp@calvertnet.k12.md.us or call 443-550-8146

How to Join Microsoft Teams Meeting

From a Personal Device

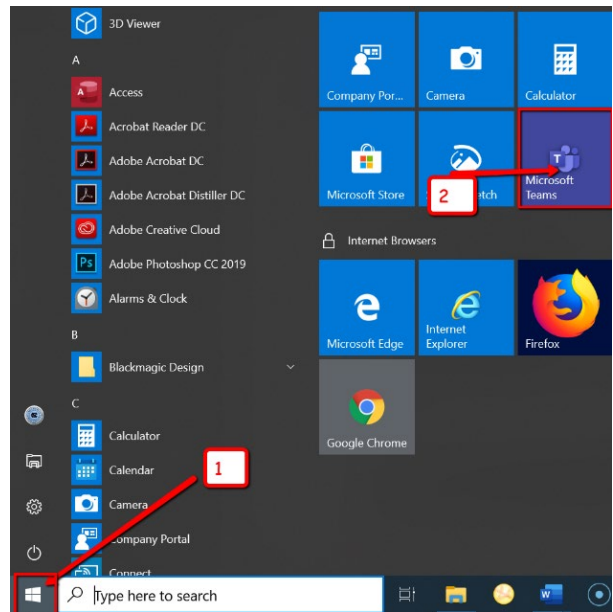
If you are using a personal device, you can download the Microsoft Teams desktop app for free. **Select Download For Desktop** to have the most features. Follow download prompts. Use this link to get started.

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

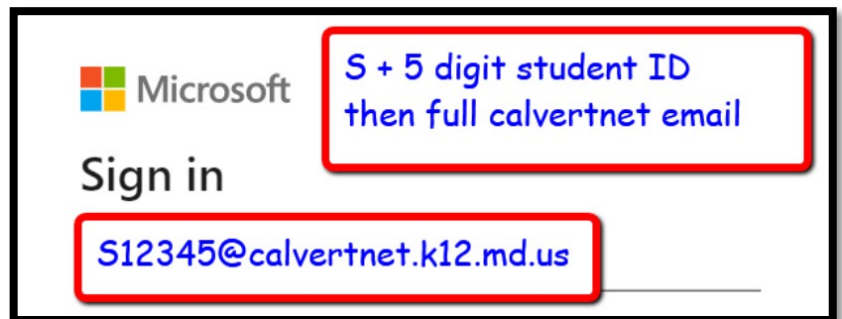
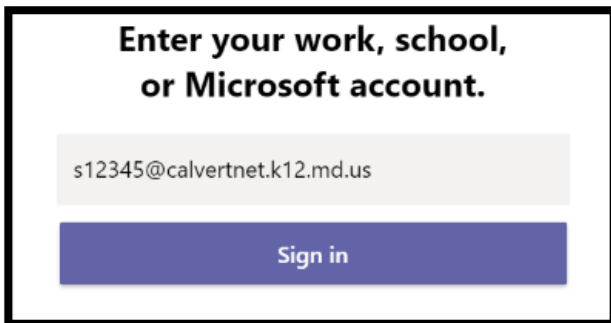


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2. Click Microsoft Teams icon



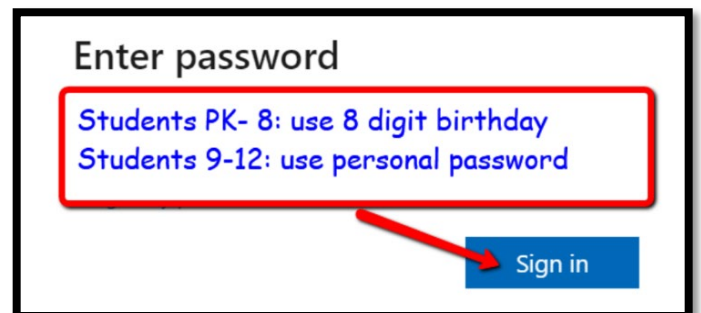
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4. Enter your **password**:

Students grades PK-8: use your 8 digit birthday MMDDYYYY

High School students: new students use birthday until you have the option to change to a personal password



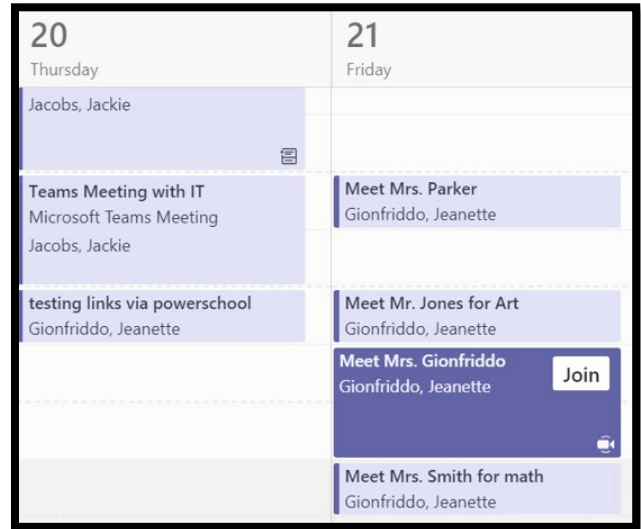
5. Teams application will open on your computer.



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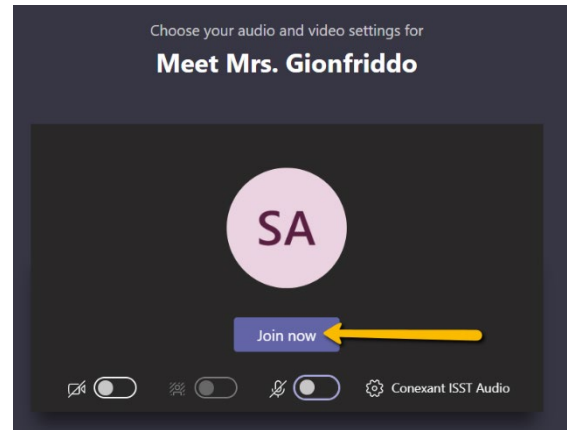
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