## How to Join Microsoft Teams

I have added each of your children to my "Team" classroom. Below are the steps you need to take for your child to access my classroom and interact with me.

- 1. Go to outlook mail <u>https://outlook.live.com/</u>
- Use your child's full e-mail and password to log in

   Example e-mail: <u>29abass@go.dsdmail.net</u>
- 3. In the inbox there will be an e-mail from "Teams"
- 4. Open the e-mail
- 5. Click on the purple button that reads, "Open Microsoft Teams"
- 6. You will be prompted to either download the app or use the website version
  - a. If you are using a district device the app should already be downloaded and open automatically
- 7. You will be directed to "Antelope Counselor Classroom"

Your children are welcome to interact with me on a day to day basis, I will be posting PowerPoints, resources, guided meditations, motivational quotes, etc. If you child is worried about what is happening and needs support, I would be happy to set up a video chat with them! <sup>(C)</sup> Please contact me directly if you feel this is needed at <u>albass@dsdmail.net</u> and we will arrange a time.

Thank you!

Sincerely,

Miss. Alicia