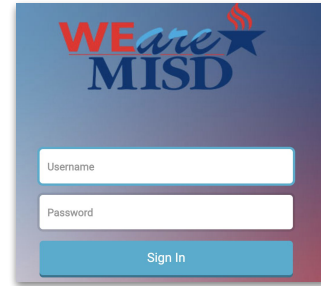


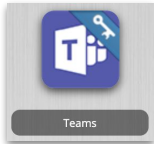


# Student Guide to TEAMS Meet

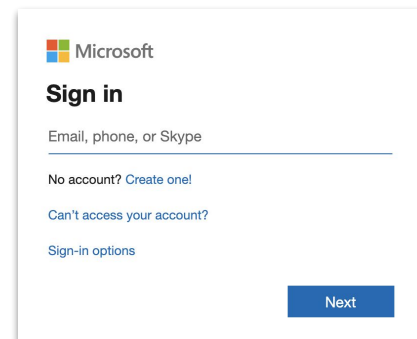
Login to Classlink - [logon.mansfieldisd.org](https://logon.mansfieldisd.org)  
Go to [Classlink](#) and log in with your Username and Password (the same ones you use to login to the computers at school).  
\*If your Classlink login page does not look like the one to the right please check your link.



Once you're logged in to Classlink, click on the TEAMS app

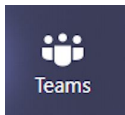


**YOU WILL NEED TO SIGN IN \*Full Email**  
Ex: FirstInitialLastInitialStudentID@misdmail.net  
same password from Classlink

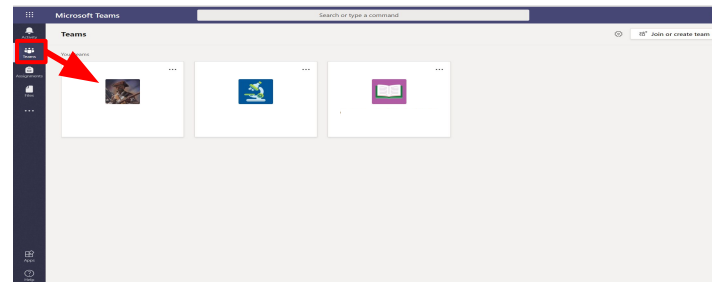


This is going to open up to the Teams Application Window

Click on the Teams icon in the left app bar menu.

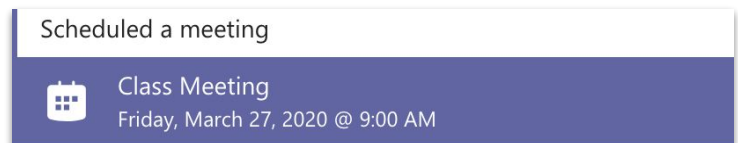


Click on the class team card to open the class to view meeting invites and information.



To join a meeting you have been invited to, scroll through the feed to navigate to the meeting/info you wish to attend. Click on the post to open.

\*If you simply receive a meeting link, click and open using either your browser, or if you are on a mobile device the Teams app.



Once you have opened the meeting, click JOIN in the upper right.

\*Depending on your device, your first meeting may require you to give TEAMS camera/microphone permissions

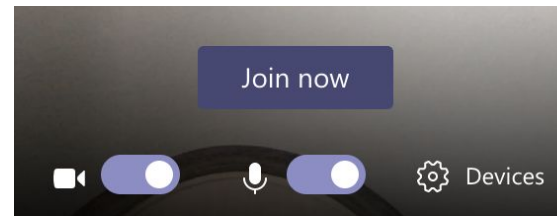




# Student Guide to TEAMS Meet

Once the meeting window is open, click Join now to enter the meeting.

\*Depending on your device, your first meeting may require you to give TEAMS camera/microphone permissions



Below, you will see the options that are available to you during a Teams Meeting

Once you are in the meeting you will have a meeting menu as shown.



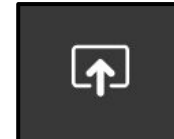
You can toggle your camera and microphone on and off.

Ex: If your teacher asks you to mute you would click on the microphone icon

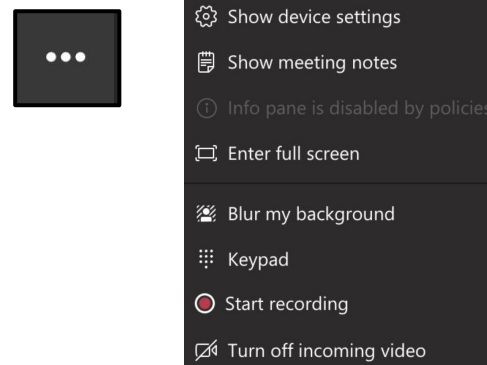


You can (if your teacher allows it) share your screen with the meeting.

Note: Teachers may not allow this depending on the lesson

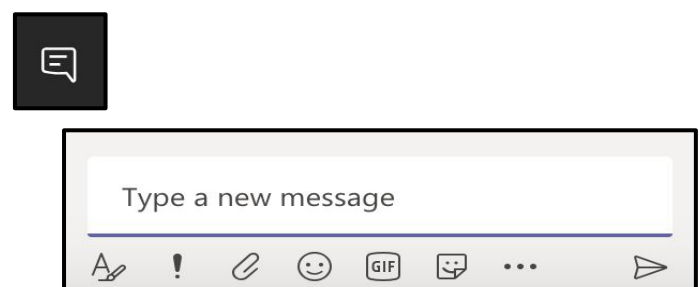


Your more actions button allows the following (depending on device settings).



The Chat window is accessed through the chat icon- on a computer, it will be on the menu bar- on a mobile device it may be in the upper right hand- it is still the same icon as shown.

This chat window will allow you to ask questions during the Teams meeting.



You can type, react, or attach messages in chat