

Join a Teams Meetings Using a Personal Computer

Seattle Public Schools is excited to announce that starting May 26th, all SPS students can access MS Teams for safer and more secure online meetings. Students can join a Teams meeting using an:

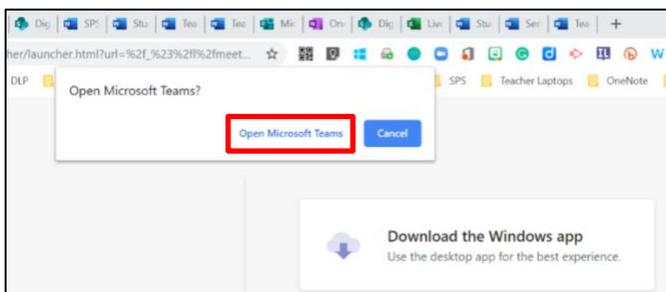
- **SPS student laptop** (Teams app is pre-installed and SPS login required)
- **Personal Computer** (Download Teams app and SPS login required)
- **Mobile Device** (Download Teams app and SPS Login Required)

The following instructions describe how to join a Teams online meeting on a personal computer.

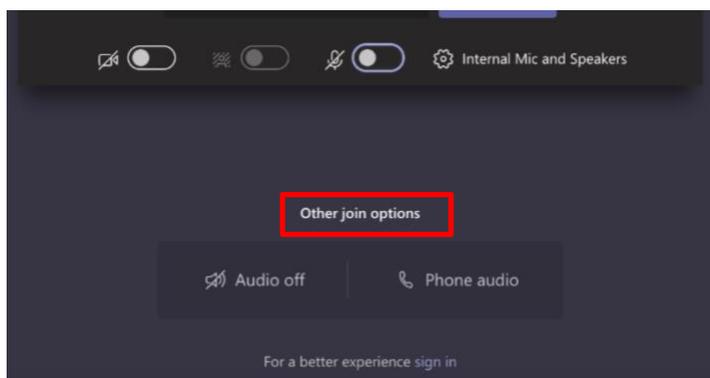
Note: Anyone joining the team **without** an SPS account will be required to wait in the lobby to be admitted or denied access.

Join a Teams Meeting on a Personal Computer

1. Go to Schoology and select the Teams meeting link.
2. Select **Open Microsoft Teams**.

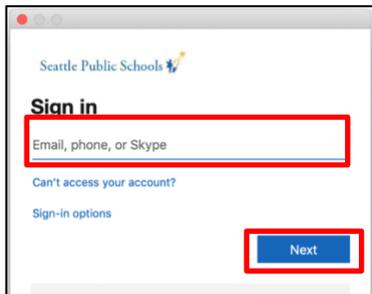


3. Select **Other join options**.



Join Schoology Teams Meeting

4. Enter your SPS username and then select **Next**.



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Sign in

Email, phone, or Skype

Can't access your account?

Sign-in options

Next

5. Enter your SPS password and then select **Sign in**.



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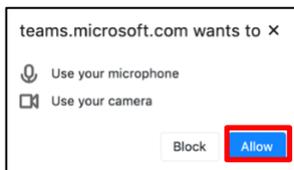
Sign in

1SPSusername@seattleschools.org

Password

Sign in

6. Allow access to your camera and the microphone if prompted.



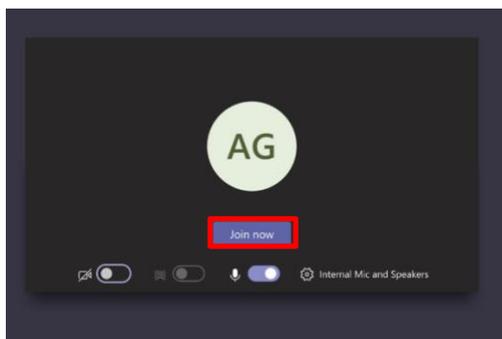
teams.microsoft.com wants to ×

Use your microphone

Use your camera

Block Allow

7. Select **Join now**.



Congratulations, you have joined a Teams meeting.

