Join a Teams Meeting on an SPS Student 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:

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

The following instructions describe how to join a Teams online meeting on an SPS student 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 an SPS Student Computer

1. Log in to Schoology with your SPS username and password.
2. Select the Schoology course.
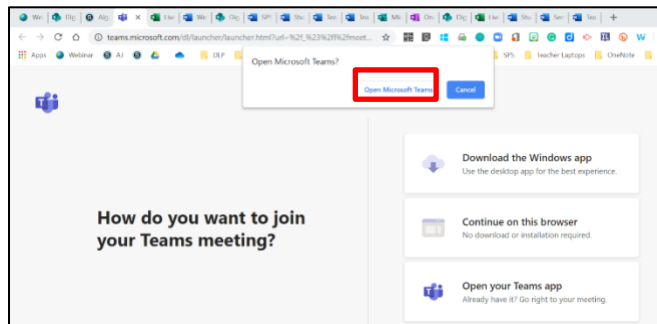3. Click the calendar event, page, or update with the Teams meeting link.

4. Click the **Join Microsoft Teams Meeting** link or use the phone number and conference ID to call into the meeting.
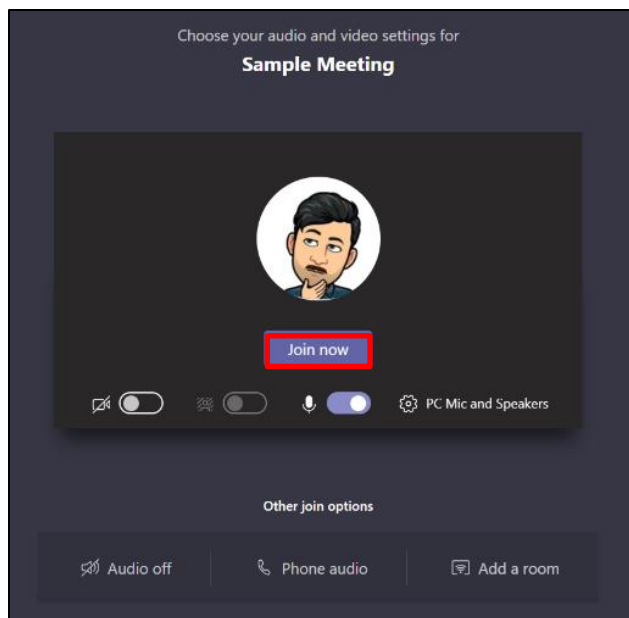
5. Select **Open Microsoft Teams** at the *Open Microsoft Teams?* window.

6. Select **Join Now**.

Congratulations, you have joined a Teams meeting.