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## Installing the Teams Desktop App

1. From your home computer, or a borrowed district computer, go to the **Student Portal**.
2. Click the **Office 365** icon on the right side of the page.
3. Have your child enter his/her **district email**.  
*District email is your child's username followed by @student.pusd11.net.*
4. Click **Next**.
5. Have your child enter his/her **password**.
6. Click **Sign in**.
7. Click to open **Teams** from the Office 365 dashboard.

<https://student.pusd11.net>



Sign in

mmsham0270@student.pusd11.net

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next



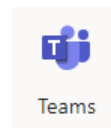
< mmsham0270@student.pusd11.net

Enter password

.....

[Forgot my password](#)

Sign in

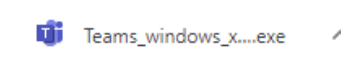


8. Click the image or initials in the upper-right corner of the Teams screen.



9. Then click **Download the Desktop app**.

10. Click to run the Teams program. (You should see the link at the bottom of the screen.)

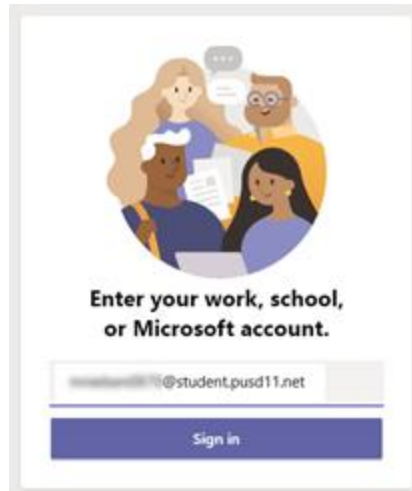


## Joining a Call from the Teams Desktop App

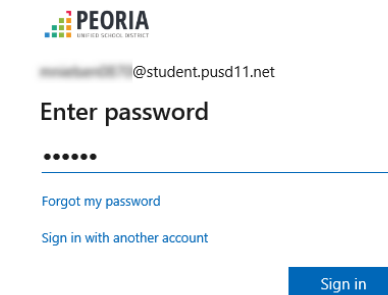
1. Open the Teams Desktop app.  
If you do not have a shortcut on your computer, search for Teams and then click to open it.



2. Have your child sign in with his/her district email address. Enter the email and then click **Sign in**.

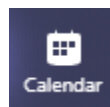


3. Then have your child add his/her **password**.

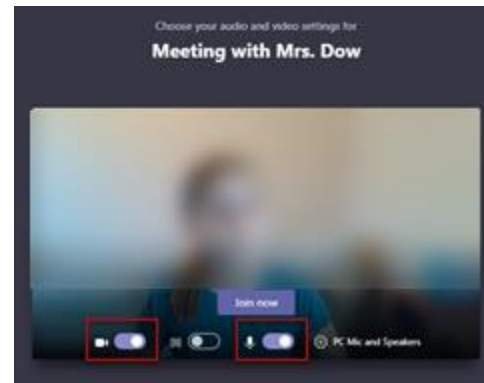
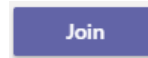
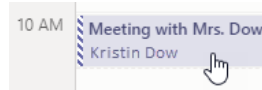


4. Click **Sign in**.

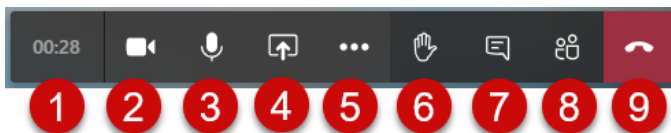
5. After Teams opens, click the **Calendar** button on the left side of the screen.



6. Find the meeting on the calendar and click to open it.
7. Click the **Join** button in the upper-right corner of the meeting screen.
8. Click to turn the video camera and microphone **ON**.
9. Click **Join now**.

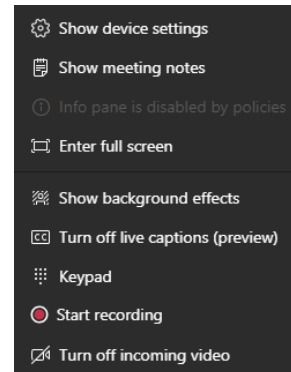


### Teams Meeting Toolbar



1. Elapsed time
2. Video camera off/on
3. Microphone off/on
4. Share screen
5. More Actions
6. Raise hand
7. Show/hide conversation
8. Show/hide participants
9. Hang up

### more actions



## Installing the Teams App on Your Phone

NOTE: Currently the phone app does not have all the latest features (like raise hand), but the phone app is still a great way to join a meeting!

Go to your phone's app store and search for Microsoft Teams to install it on your phone.



Once installed, open the Teams app on your phone.



1. Have your child enter his/her **district email**.  
*District email is your child's username followed by @student.pusd11.net.*
2. Click **Sign in**.



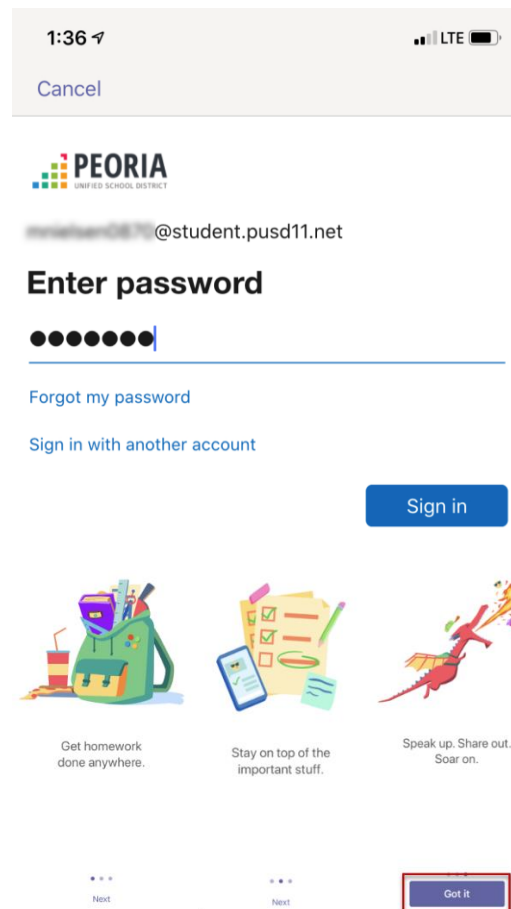
Sign in using your work or school account.

70@student.pusd11.net

Sign in

Get help with signing in

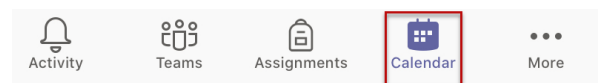
3. Have your child enter his/her **password**.
4. Click **Sign in**.
5. Scroll through the introductory screens.



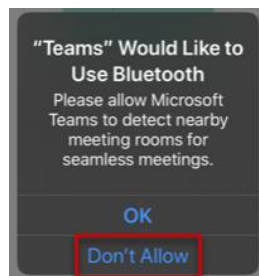
6. Then click **Got it**.

## Joining a Call from the Teams Mobile App

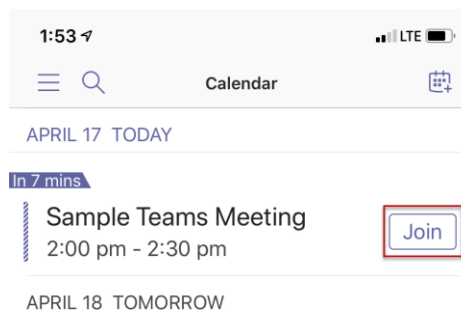
1. Click the **Calendar** icon at the bottom of the Teams screen.



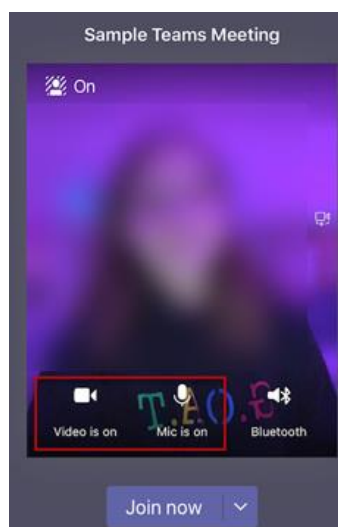
2. If prompted, click **Don't Allow** to detect meeting rooms.



3. When the Calendar opens, locate the upcoming meeting.  
4. Click **Join**.



5. Be sure Video and Audio are turned **ON**.



6. Press **Join now**.

7. To leave the call, tap the screen and press the red Hang up button on the toolbar (see image below).

### Teams Meeting Toolbar



1. Video off/on
2. Microphone off/on
3. Select speaker (phone or external speaker)
4. More actions
5. Hang up

### more actions

- Turn on live captions
- Put me on hold
- Share
- Dialpad
- Unblur background
- Turn off incoming video