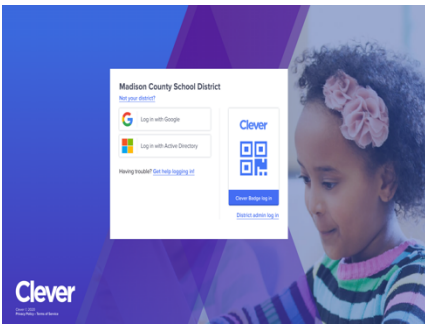
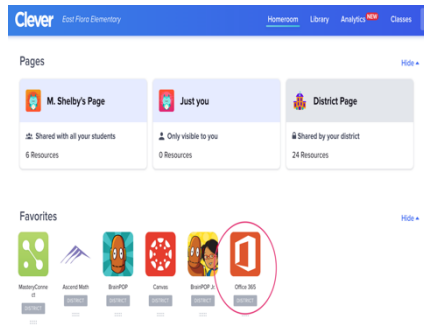


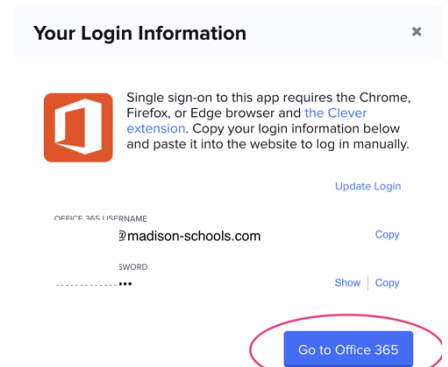
Instructions for Microsoft Teams



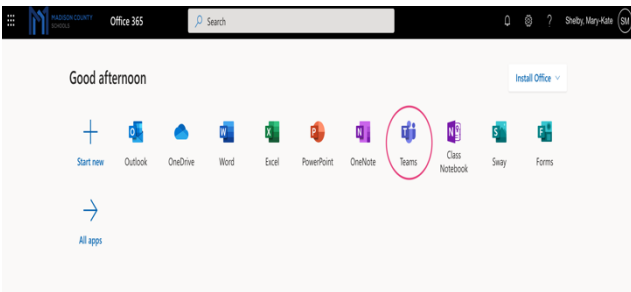
1. Log on to Clever.com.



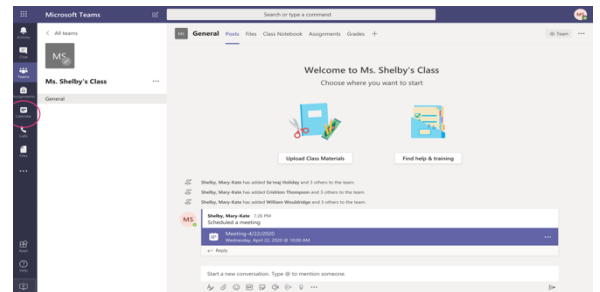
2. Click on the orange Office365 app.



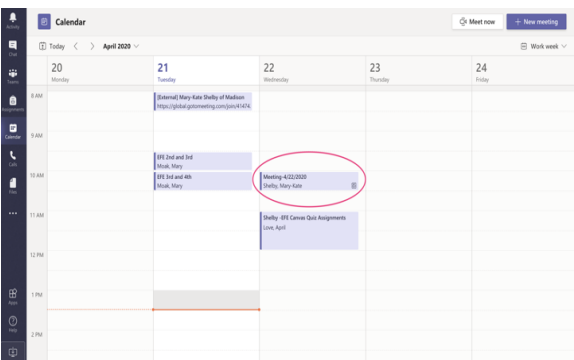
3. Once this screen appears, click the blue log in button. **DO NOT** click any of the pop-up windows while you are being logged in.



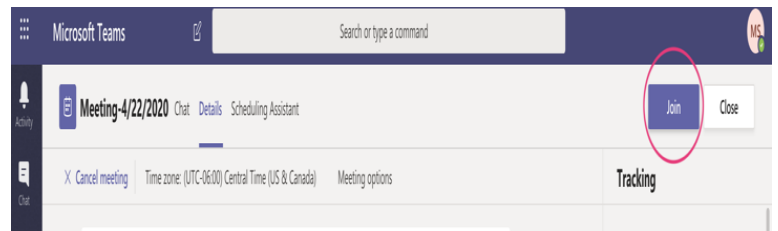
4. Once you are logged on to Office365, click the purple "Teams" icon.



5. Once on Microsoft Teams, click the "calendar" button on the left side of the screen.



6. On your calendar, click the meeting.



7. Once it is time for our class meeting, click the "join" button in the top right corner of the screen. You will be taken to the meeting!