



Cass Technical High School Class of 2020

Commencement Ceremony

Thursday, June 18

10:00am

<https://aka.ms/CassTech2020>



New to Teams? Make sure you are ready before the graduation!

To join via Microsoft Teams desktop application:

1. Go to <https://teams.microsoft.com/downloads>
2. Select the purple button “Download for desktop”
3. It will direct you to another purple button “Download Teams”
4. A download will appear at the bottom of your browser
5. Open file and follow the step by step instructions on the screen to install Microsoft Teams
6. Once Microsoft Teams has been installed, you will sign in with your Microsoft Account
7. Note: If you do not have a Microsoft Account, you will need to create a free one here: <https://signup.live.com/?lic=1>
8. Now that you have installed Microsoft Teams for Desktop:
 - Click on the invitation link
 - If it prompts you to the website, click cancel and “Open with Microsoft Teams App”
 - If there is no prompt it will join through Microsoft Teams Desktop version
9. You have successfully joined the event! Once you have joined, you will see:
 - The event title [insert event name] at the top.
 - Either a message that says “The Live Event hasn’t started” if you arrive early or you will see the presenter speaking

Recommended: Make sure you practice joining the Virtual Graduation a few days beforehand using the same invitation link in your invite!

New to Teams? Make sure you are ready before the graduation!

To join via Microsoft Teams mobile application:

1. Go to your Google Play or Apple Store on your smart phone
2. Search for Microsoft Teams
3. Download the application
4. Once Microsoft Teams has been installed, you will sign in with your Microsoft Account
5. Note: If you do not have a Microsoft Account, you will need to create a free one here:
<https://signup.live.com/?lic=1>
6. Now that you have installed Microsoft Teams for Mobile
 - Click on the invitation link
 - It will open within the Microsoft Teams Mobile App
7. You have successfully joined the event! Once you have joined, you will see:
 - The event title [insert event name] at the top.
 - Either a message that says “The Live Event hasn’t started” if you arrive early or you will see the presenter speaking

Recommended: Make sure you practice joining the Virtual Graduation a few days beforehand using the same invitation link in your invite!

New to Teams? Make sure you are ready before the graduation!

To join via the web anonymously:

1. Copy and paste the invitation link into your web browser (**Requires:** Microsoft Edge or Google Chrome)
2. Select the option “Continue on this browser”
3. When you see the “Welcome to the live event!” screen, you will see two options
 - Sign in (This means using your Microsoft Account to sign in)
 - Join anonymously (Select this option if you are unsure if you have a Microsoft Account or do not know your account information)
4. You have successfully joined the event! Once you have joined, you will see:
 - The event title [insert event name] at the top.
 - Either a message that says “The Live Event hasn’t started” if you arrive early or you will see the presenter speaking

Recommended: Make sure you practice joining the Virtual Graduation a few days beforehand using the same invitation link in your invite!