# Quick Reference Guide

DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT

When you are joining a meeting on your Connected Future Laptop your camera may be facing rear and not to the front (toward you). To turn the camera to the front, follow the instructions below:



	Mic	rosoft Teams	Q. Search					Detroit Public Schools Community District 📌 🕋			
 Activity	😇 Calendar				Q4 Meet			now + New meeting			
<b>E</b> Chat	$[1]$ Today $<$ > September 2020 $\sim$										
Teams		<b>07</b> Monday	08 Tuesday		<b>09</b> Wednesday	<b>10</b> Thursday		<b>11</b> Friday			
		Sep 3 4:00 PM Vacation		1:00 AM							
Calendar Calls	9 AM	-	Schoology & Teams Office								
Files			Hours Microsoft Teams	Tech Integ 🗏 💭	Tech Integration Daily Check I 🗏 💭	Tech Integration Daily Che	ck I 🗏 🗘	Tech Integration Daily Check I 🗐 🗘			
	10 AM		Meeting Megan McBain								
	11 AM					Technology Integration Tec Meeting Microsoft Teams Meeting Justin Ellsworth	am C				
	12 PM			-		Schoology Admin Training Justin Ellsworth	Q				
Apps						7		Instructional SIS/Instructional   Daevon Mitch Ø Microsoft Tea Ø			
? Help	1 PM										

Step 2: Select the meeting you want to join from the calendar. For example, Schoology & Teams Office Hours shown below:

	Mic	rosoft Teams	Q. Search					
 Activity	Ē	Calendar						
= Chat	[*] Today $\langle$ $\rangle$ September 2020 $\vee$							
Teams		07 Monday	08 Tuesday		<b>09</b> Wednesday			
	07111	Sep 3 4:00 PM Vacation		1:00 AM				
Calendar Calls	9 AM	Г	Schoology & Teams Office					
Files	10 AM		Hours Microsoft Teams Meeting Megan McBain	ech Integ 🗐 🗘	Tech Integration Daily Ch			
	11 AM							
ß	12 PM		<u></u>					

#### Students Rise. We All Rise

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Step 3: The meeting details will open. Select the Join button:

	Microsoft Teams		Q Search					Detroit P	ublic Schools Commun	ity District	•	
 Activity		Schoology & Teams Offi	<b>:e Ho</b> Chat Files	Details	Meeting notes	Whiteboard	02:21:15 wo	<b>&amp;</b> (i)	Join	Close		
E Chat	$\checkmark$ Accepted $\checkmark$							Tracking				
Teams	Ē	September 8, 2020 9:00 AM - 1	2:00 PM						Megan McBain Organizer			
<b>E</b> Calendar	0	Microsoft Teams Meeting							Pedro Lopez Accepted			
ر	·==	Hey All-	ffice hours. I am not going to send multiple invites but these will be added to our schedule for the 1 <sup>st</sup> week of school. We will adjust accordingly by next						Crystal Baskin			
Calls Tiles		Here is the link for all of our off our training calendar. Here is o Friday.							Accepted Christa James Accepted			
		Tuesday September 8th and 9th	9am-12 and 1pm-4					٢	Monica Lockett <sup>Unknown</sup>			
		September 10 <sup>th</sup> 8am-10am & 1	pm-4pm						Amanda Murray <sup>Unknown</sup>			
		September 11 <sup>th</sup> 1-3						<b>(</b> )	Bronson Nichols Unknown			
		Join Microsoft Teams M	eeting									
https://nam	02.safelinks.pr	rotection.outlook.com/ap/t-59584e83/	url=https%3A%2F%2Fteam	s.microsoft.com	%2FI%2Fme							
Help		Conference ID: 532 533 5#										

**Step 4**: When joining a meeting on the **web version** of Teams, select the Devices settings icon highlighted yellow below. When joining a meeting from the **desktop version** of Teams, select PC Mic and Speakers.

## Web Version



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## **Desktop Version**



Step 5: From Device Settings or PC Mic and Speaker, locate Camera from menu list. You will see camera is set to UNICAM Rear



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## Step 6: Select the drop-down arrow



## Step 7: Select UNICAM Front



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## Step 8: Select Join now



**Note**: If you are currently in a meeting and have your camera on, you can rotate your camera by clicking on the camera icon located next to your picture as shown below:



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