

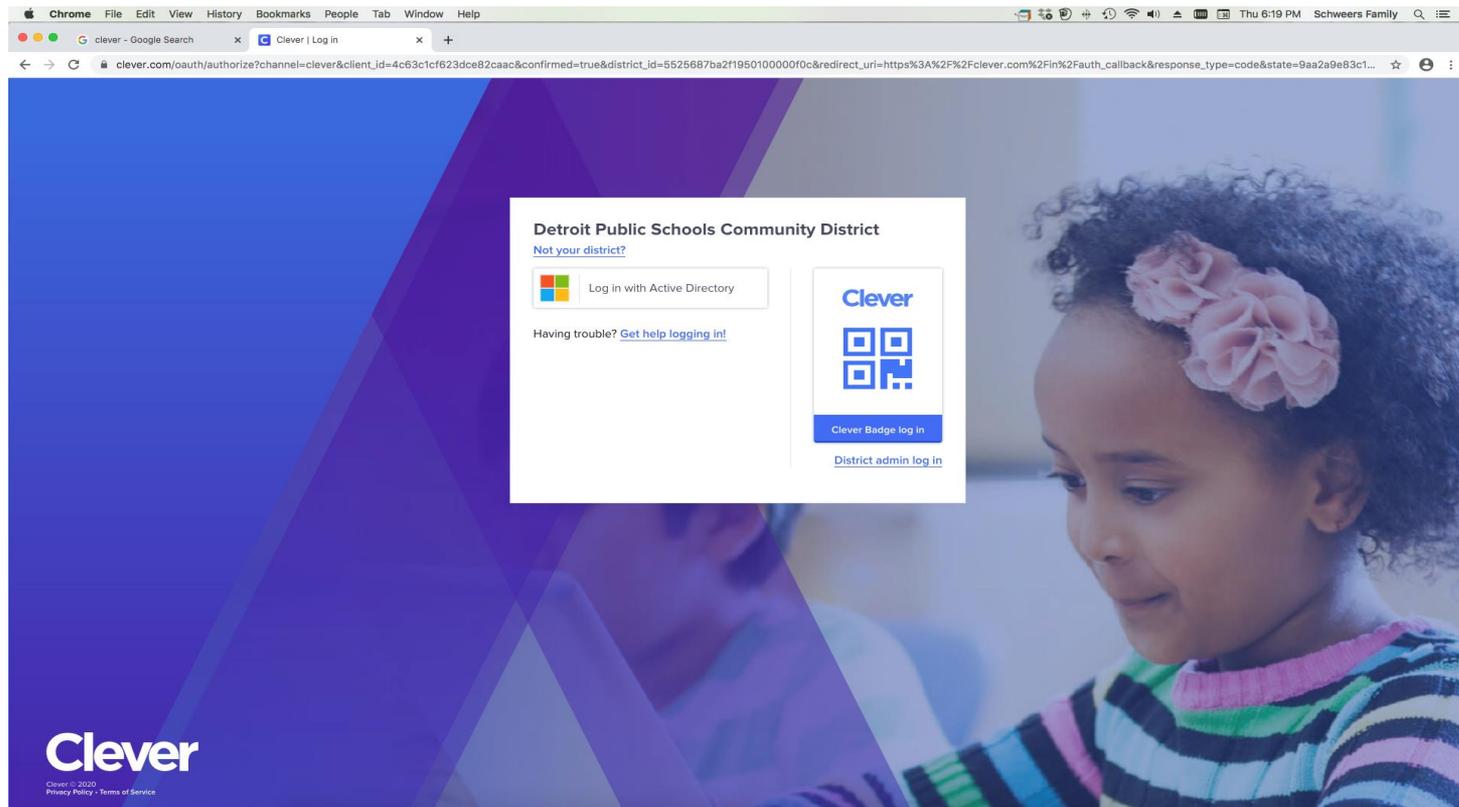


# How To Access Microsoft Teams



# + Access TEAMS Through Clever

- ◆ Type **Clever Login** in your browser
- ◆ Click **Log in with Active Directory**
- ◆ Enter email
- ◆ Enter password



# + Access TEAMS Through Clever

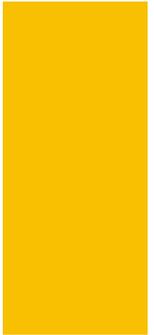
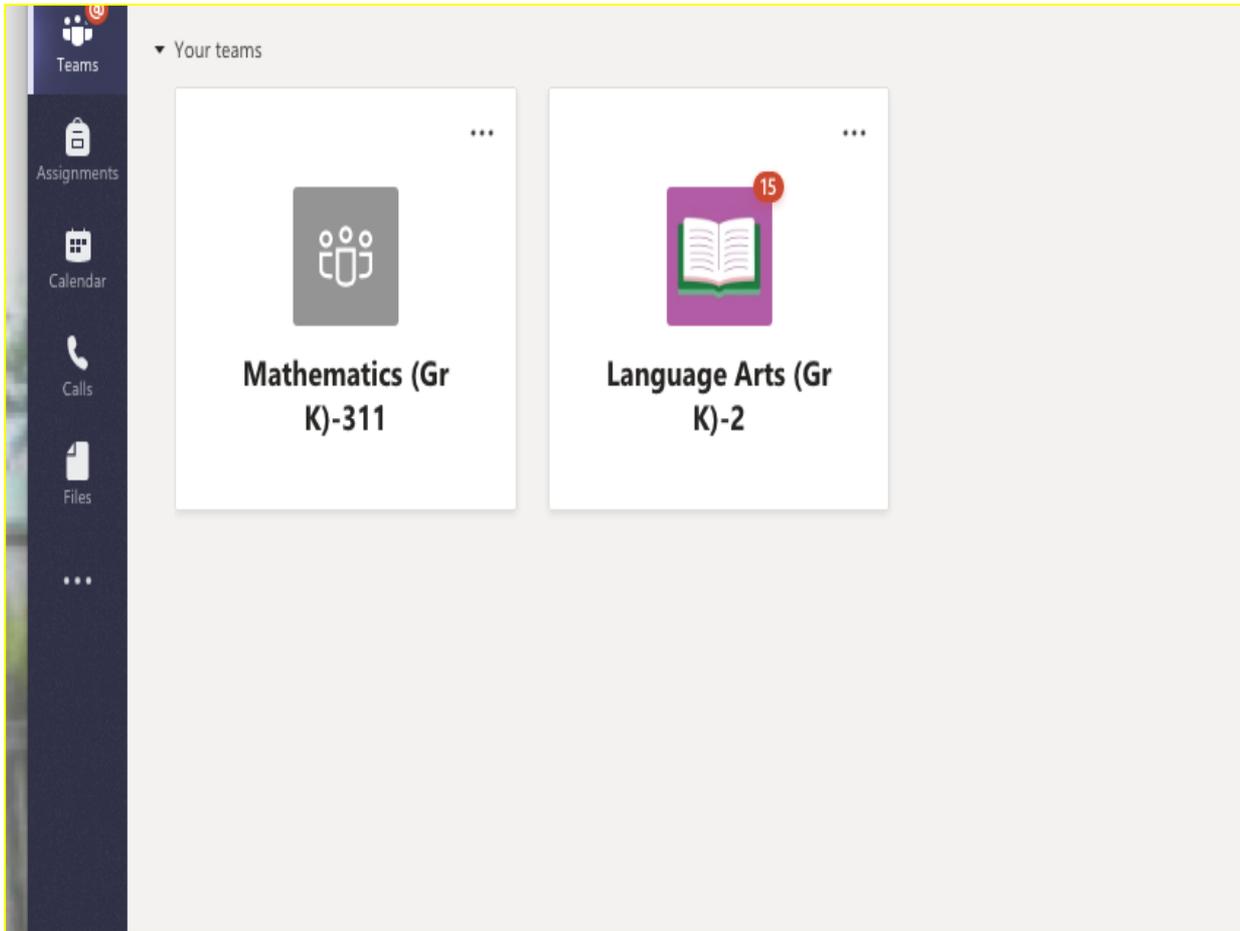
- ◆ Scroll down to **Microsoft Teams** icon
- ◆ Click on heart to bring to “favorites”
- ◆ Click on **Microsoft Teams** icon

The screenshot displays the Clever portal interface for Thurgood Marshall Elementary School. The page is titled "Clever Thurgood Marshall Elementary School" and includes a search bar and a user profile "Caleb Trammell". The main content area is divided into several sections:

- Favorite resources:** This section features a large Microsoft Teams icon, which is highlighted by a yellow arrow pointing to it from the right. A heart icon is visible next to the Teams icon, indicating it has been added to favorites.
- Teacher Pages:** This section displays three teacher profiles, each with an owl icon: C. Smith's Page, E. Schweers's Page, and Ms. White.
- Instant Login Applications:** This section lists various educational tools and services, including i-Ready, Office 365, myON, PowerSchool Student Portal, Desmos Calculator, Edulastic, Typing.com, Khan Academy, and Hello SMART Student Login.
- Featured Resources:** This section is partially visible at the bottom of the page.

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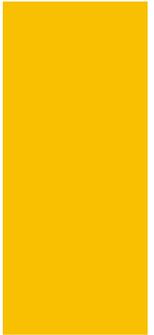
◆ Click on calendar button





# Access TEAMS Through Clever

◆ Click on the meeting you wish to attend.

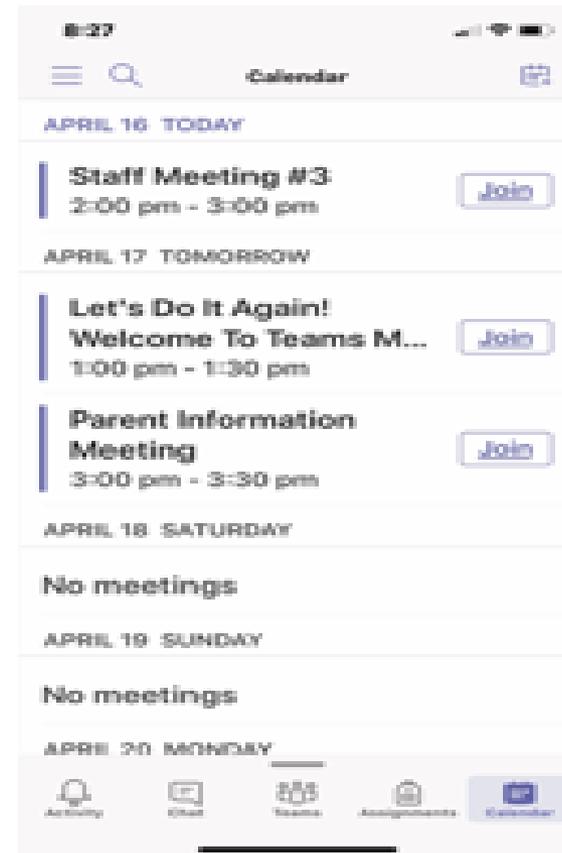


The screenshot shows the Microsoft Teams web interface in a Chrome browser. The browser address bar shows the URL `teams.microsoft.com/_/#/calendarv2`. The interface includes a search bar at the top with the text "Search or type a command". Below the search bar, the "Calendar" tab is active, displaying a weekly calendar view for April 2020. The calendar shows a meeting on Thursday, April 16th, from 11 AM to 12 PM, titled "Mrs. Schweers & Ms. White's Welcome to Teams Meeting!" by Teresa White. A second meeting is visible on Friday, April 17th, from 1 PM to 2 PM, titled "Let's Do It Again! Welcome To Teams Meeting!" by Teresa White. Two large yellow arrows point to these meeting entries. The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Calls, Files, and Apps. The top right corner shows the user's name "Schweers Family" and the time "Thu 7:35 PM".

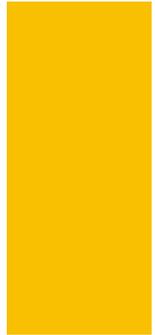


# Download/Access TEAMS on an Android or Tablet

- ◆ Install the TEAMS app from Google Play store
- ◆ Search for TEAMS in search bar
- ◆ Click on **green** install button
- ◆ Click the **green** open button
- ◆ Click sign in address bar
- ◆ Sign in using DPSCD email and password
- ◆ Tap calendar to get to TEAMS meetings

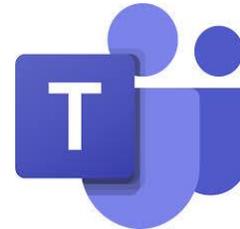
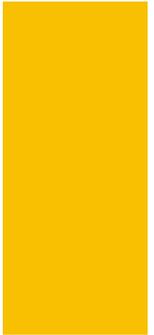


calendar

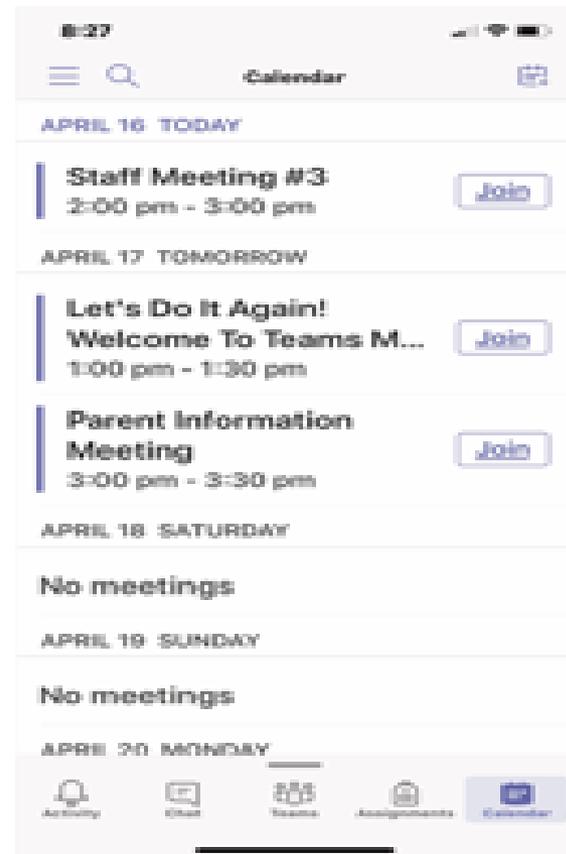




# Download/Access TEAMS on an iPhone or iPad



- ◆ Install the TEAMS app from the App store
- ◆ Search for TEAMS in search bar
- ◆ Click on **blue** get button
- ◆ Click the **blue** open button
- ◆ Click sign in address bar
- ◆ Sign in using DPSCD email and password
- ◆ Tap calendar to get to TEAMS meetings



calendar

