**First Day of School Quick Guide**

1. Be sure to have the Microsoft Teams app downloaded on a device (preferably a laptop or school issued Microsoft Surface – not a phone).
2. Open the Teams app
3. In the Teams app, Click on the “Teams” button on the left-side menu bar.



You will now likely see an overwhelming number of Teams (most of which have confusing names).



1. Look for team named T880.Bennett.Classname.Period
2. To join the live class, click on the channel on the left.
3. Once I have started the meeting, you will see a “Join” button appear.



Looking forward to an awesome first day back on Monday. See you then! 😊