Recommended Way for Students to Join a Teams Meeting

First - Ensure you have downloaded the Teams App

After the Teams App is downloaded the students should:

- Open Clever sso.browardschools.com
- Click on Teams directly in Clever LEAVE THIS OPEN



• Open Clever and click on Canvas (or anywhere else there is a meeting link).



Sampled in Announcements, click on the announcement

•	0	Practice Teams with April Meeting March 25, 2020 @ 4:30 pm	Posted on Mar 25, 2020 at 4:37pm
•	0	No Title Meeting 3/23/20 @ 9:00 am	Posted on Mar 25, 2020 at 4:24pm
2	0	Meeting test 2 with Danielle Meeting 3/25/20 - 1:00 PM Below you will find t	Posted on Mar 25, 2020 at 12:59pm

• Click on the meeting link



Participants will be given 3 choices

- Open Microsoft Teams This gives you the desktop app which gives you access to all the features for a web conference **Recommended**
- Join on the web instead This gives you the web app which gives you limited functions Use if you are unable to download the app
- Download Teams This will download the app to your computer- **Download app before** your Teams Meeting

If this step is done correctly the student will automatically roster in with their Broward Schools name and role.

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		Open Microsoft Tex	rms Cancel	e Windows	app t experienc	u.	
How do your Te	How do you want to join your Teams meeting?		Continue on this browser No download or installation required.				
		-	Open you Already have	ir Teams app Ht? Go right to your	r meeting.		

• Click Join Now

