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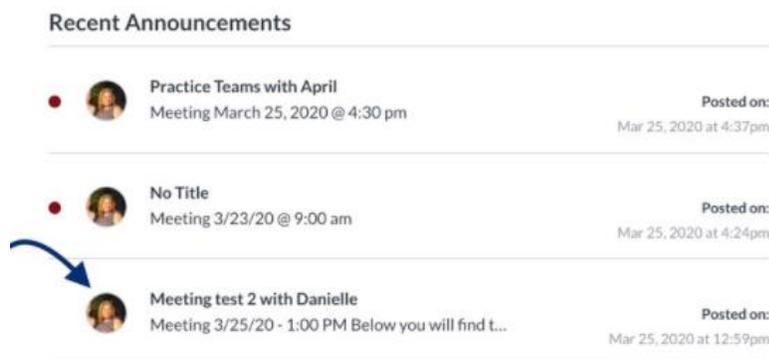
- Open Clever - sso.browardschools.com
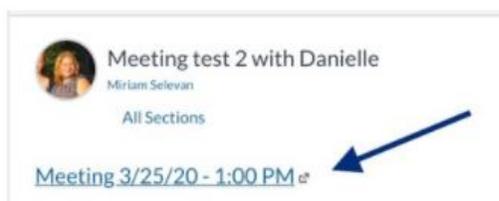- Click on Teams directly in Clever – LEAVE THIS OPEN

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

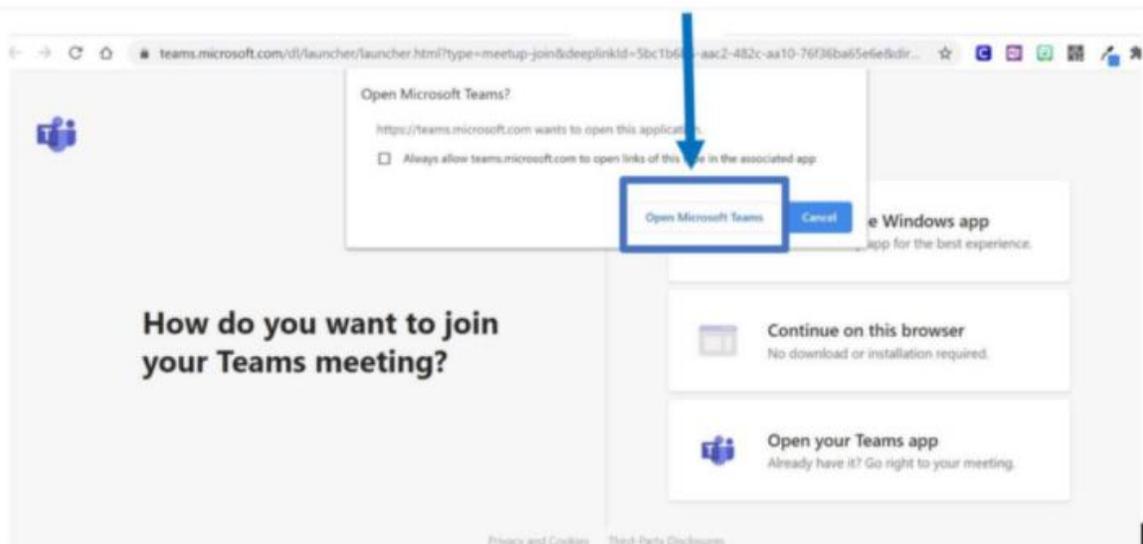*Sampled in Announcements, click on the announcement*

- 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.

- Click Join Now