

# Recommended Way for Students to Join a Teams Meeting

First - Ensure you have downloaded the Teams App

## Download the Teams Desktop App Onto a Computer

Step 1: Log into the Clever SSO Launchpad  
Step 2: Select the Teams icon.

Step 3: Once Teams loads, look at the top right for the profile icon. This could be initials or an image.

Step 4: Select Download the desktop app and follow the instructions given.

OR You can go directly to the Microsoft website and choose Download for desktop  
<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

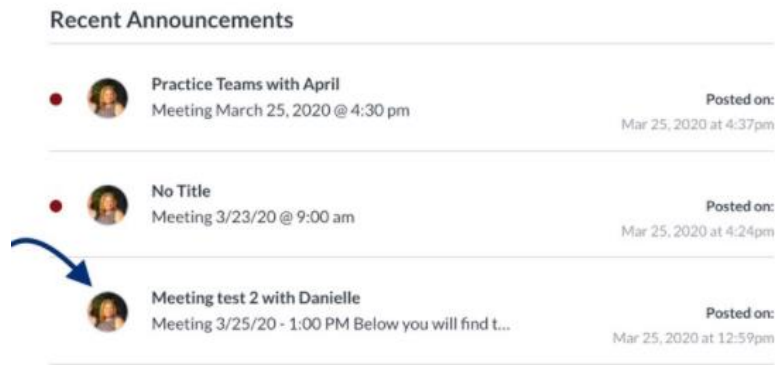
Schools may not be open, but Learning Never Closes in BCPS

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



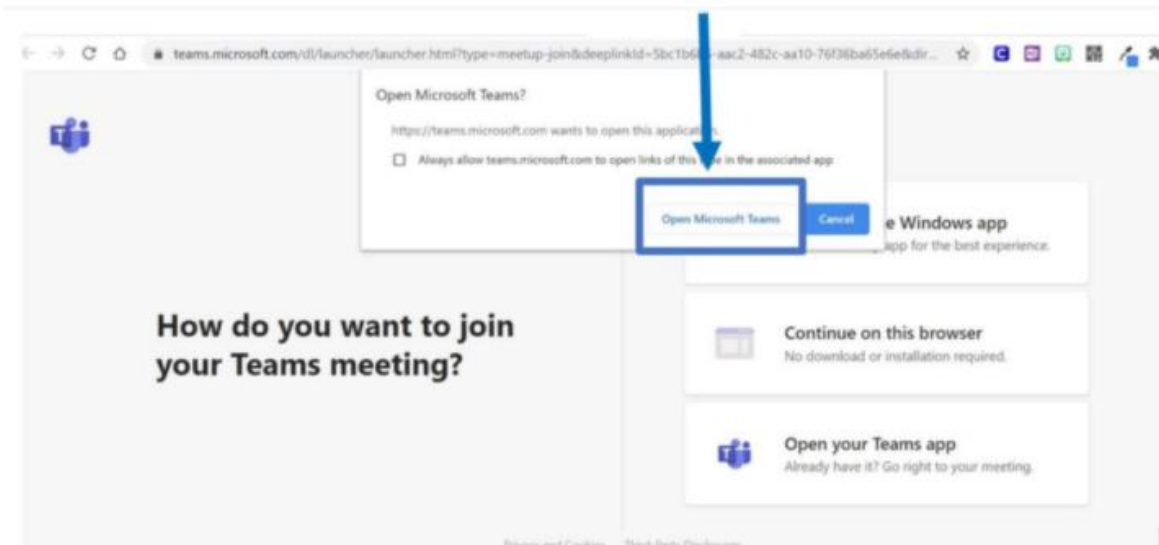
- Click on the meeting link



### 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

