

# Accessing a Live Virtual Class

## Using Microsoft Teams on a Chrome Device



**1** Go to **www.office.com** and log in.

**Student Username:**

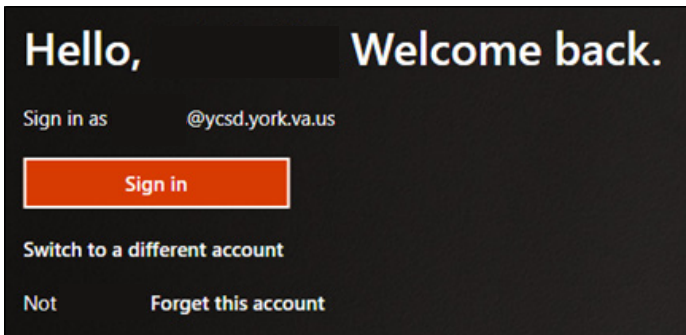
id#@ystu.ycsd.york.va.us

E.g. – 111111@ystu.ycsd.york.va.us

**Student Password:**

Individual by student. Call IT at 757-527-4819 or the school office to reset.

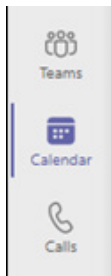
Click through the prompts until you are logged in.



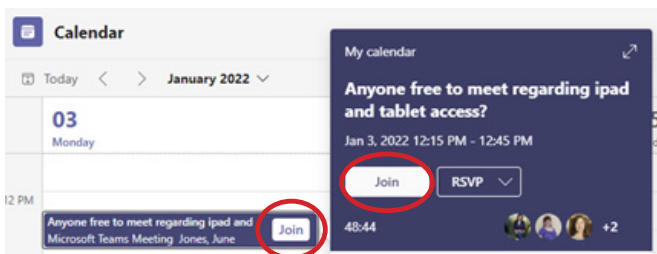
**2** On the left sidebar, select the **"Teams"** Icon.



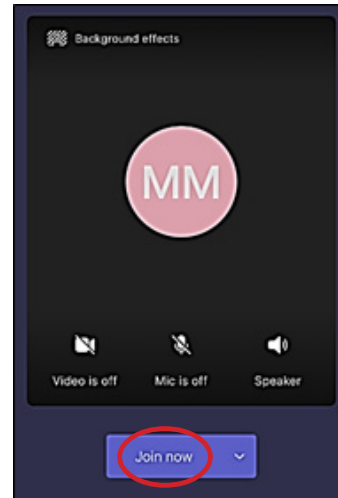
**3** On the left sidebar, select the **"Calendar"** Icon.



**4** Click on the current meeting and select **"Join."**



**5** Click the **"Join now"** button.



**6** During the meeting, use the toolbar to interact with the teacher.



- 1. View participants
- 2. Chat panel
- 3. Raise hand/reactions
- 4. More actions
- 5. Enable or disable video
- 6. Mute or unmute
- 7. Share screen
- 8. Hang up call