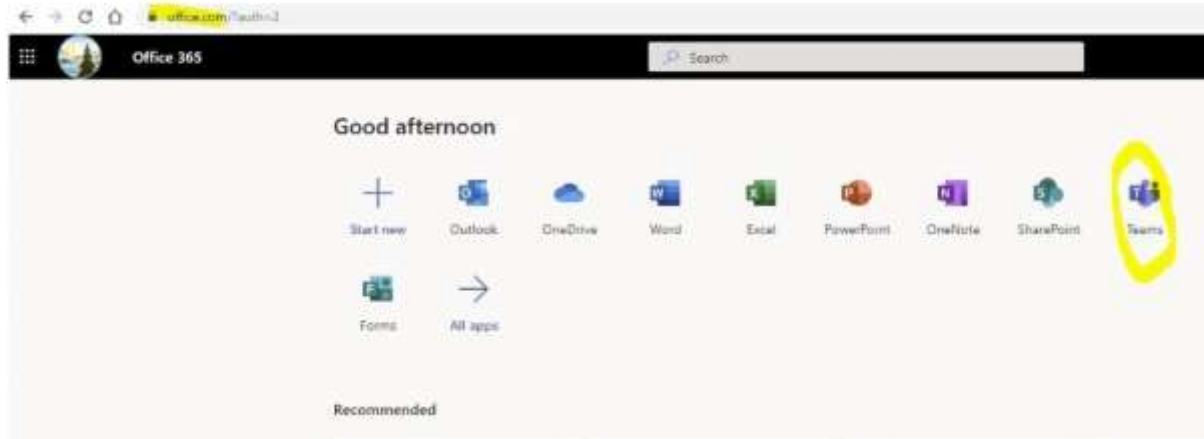


Steps to Access our Microsoft Team and meeting videos!

By Mrs. Granberg

Step 1: Go to Office.com and click Teams



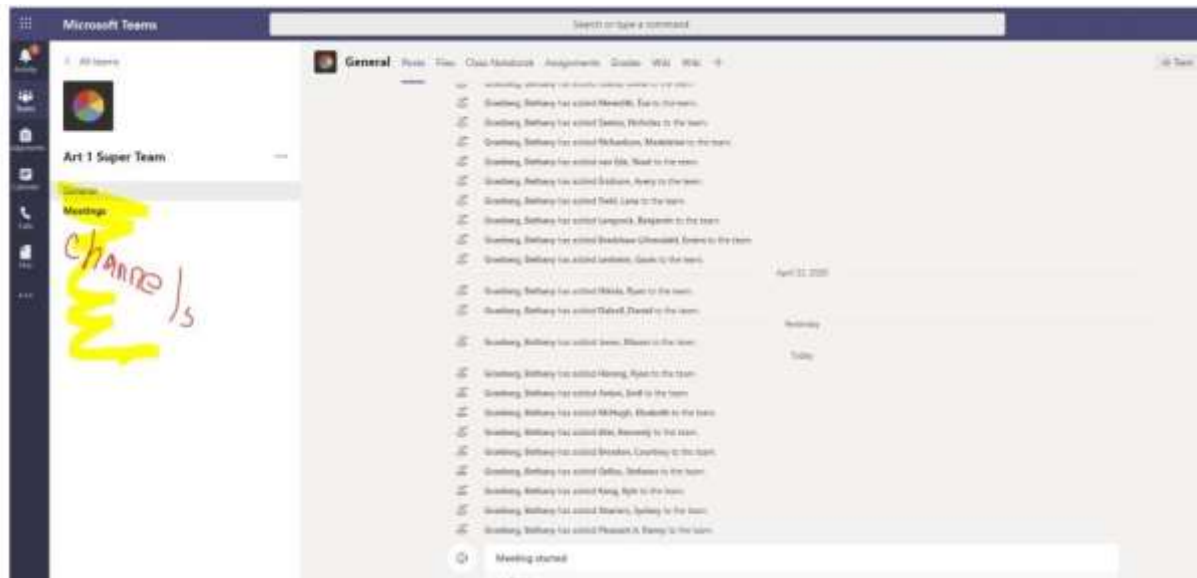
Step 2: Enter the code for your class in order to join. After this it will show up as one of your Teams icons.

Art 1 code: **isxmttp**

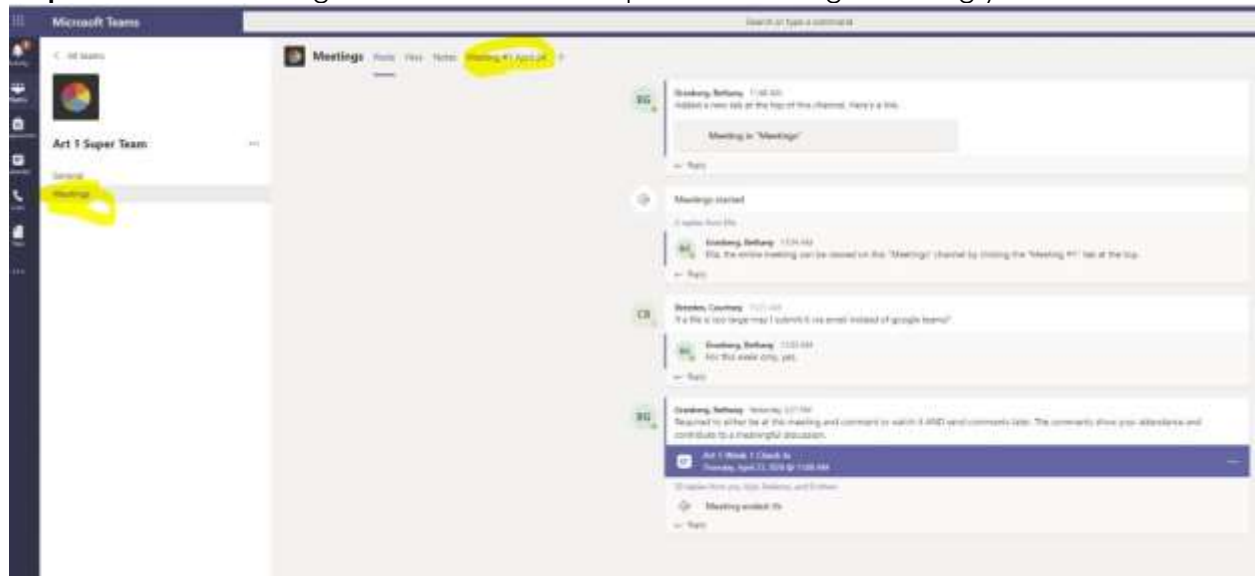
Graphic Design 2 code: **i1617qc**



Step 3: Click the meetings channel on the left



Step 4: Click the Meeting # & date tab at the top of the meeting recording you want to view.



Bonus step: View the notes in the meeting channel. I will update the most important info and any required tasks discussed in this note tab. You don't edit the notes, that is just for me to give you info. If you have a question ask it on the "General" channel on the "Posts" tab.

