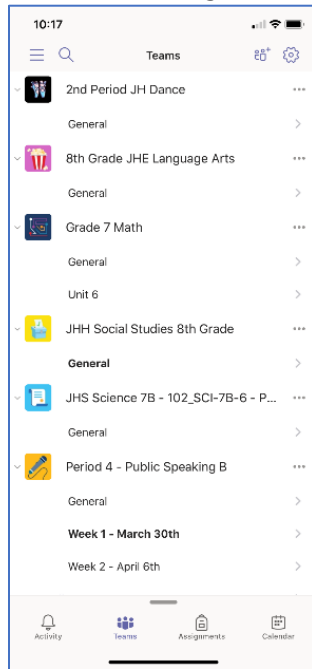


Navigating Microsoft Teams

We appreciate everyone's patience and cooperation as we teach students to navigate through Microsoft Teams and request you please email dhvirtuallearning2020@dhschools.org when problems arise. This will be the most effective.

1. **Mobile App** – Once you have downloaded the app to your device, open the app and it will bring you to the “Activity” page.
 - You will notice a tool bar at the bottom of the screen and can navigate to any of the 4 options.
 - Click “Teams” to view each class you are enrolled in. It should look like the screenshot below.
 - From the list click on a class to view the information posted by your teacher and your peers.

Note: 3rd and 4th grade will just be using their homeroom class



2. **Web Browser**
 - Once logged in, you will see a navigator on the left, click “Teams” and you will see all the classes you have been enrolled in. It looks like the screenshot below if you have multiple classes.
 - To see the class discussion feed and any videos or information, click on the appropriate class.

Note: 3rd and 4th grade will just be using their homeroom class

