

## Microsoft Teams Etiquette

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

1. **When in live sessions** please be sure **your microphone is muted** to start so there is not a huge amount of noise. Your teacher will direct certain students to unmute to talk or can unmute you as they would like to hear from you.
2. There will be a tool bar at the bottom of your live call that allows you to click certain things. You can click on the chat button and it will pull up a chat bar on the right of the video. This is where you can ask questions during the live session, respond to each other or the teacher etc.
3. Please be advised that although this classroom setting is virtual the **same rules apply as a classroom**. You are expected to behave maturely and appropriately. Doing otherwise will result in disciplinary action.