

MOCK SCHEDULE DIRECTIONS From Your Daughter's Tablet

What you will need:

In order to participate in our Virtual Mock Schedule Night 2020, you will need to have access to your daughter's Teams account and her Teams calendar. To access her account, you must have:

1. Your daughter's Assumption email address
2. Your daughter's Assumption email password

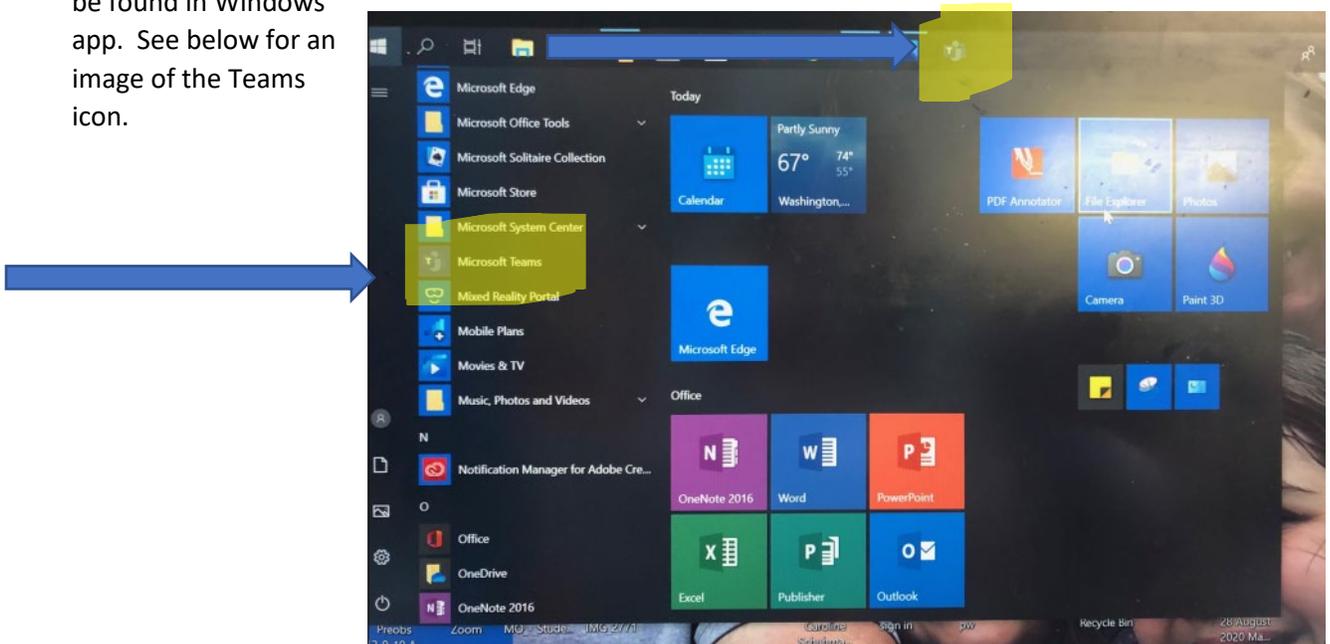
How to access your daughter's Teams account:

1. Open her tablet and access her home page.



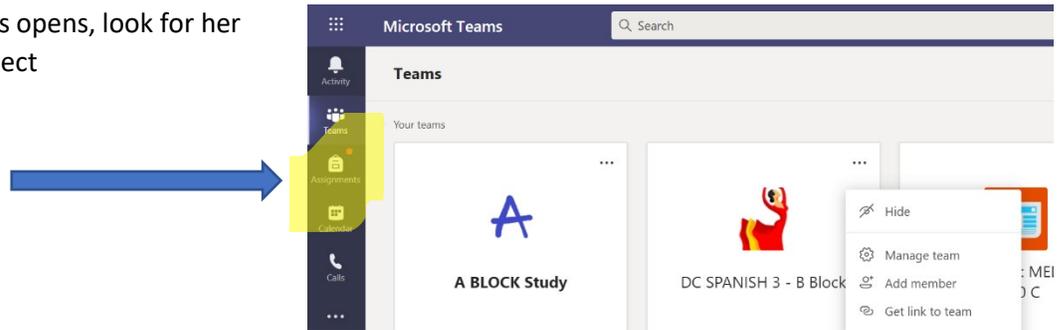
2. Enter her password below her name.

3. When her home screen opens, open Teams. Many students have Teams pinned to their task bars or it can be found in Windows app. See below for an image of the Teams icon.

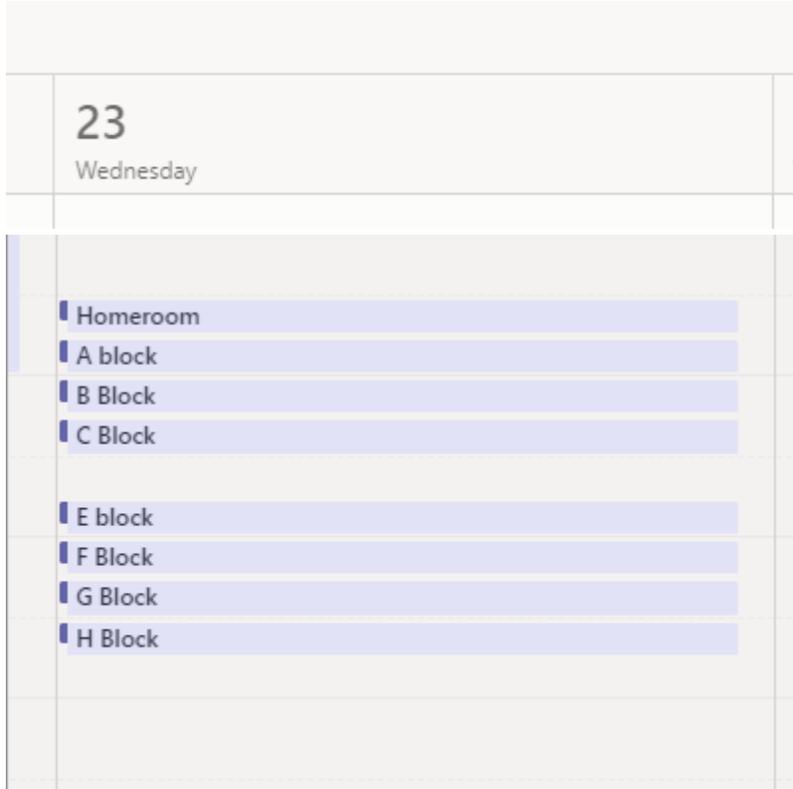




4. When her Teams opens, look for her calendar and select



5. Find your daughter's classes on her Teams calendar and select Join when the class is ready to begin.



6. After leaving each class meeting, return to the calendar and join the next class of the evening.

7. At the end of the night, sign out of your daughter's account by first clicking on her icon picture, then selecting Sign Out.