

MOCK SCHEDULE DIRECTIONS

Mobile Device

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

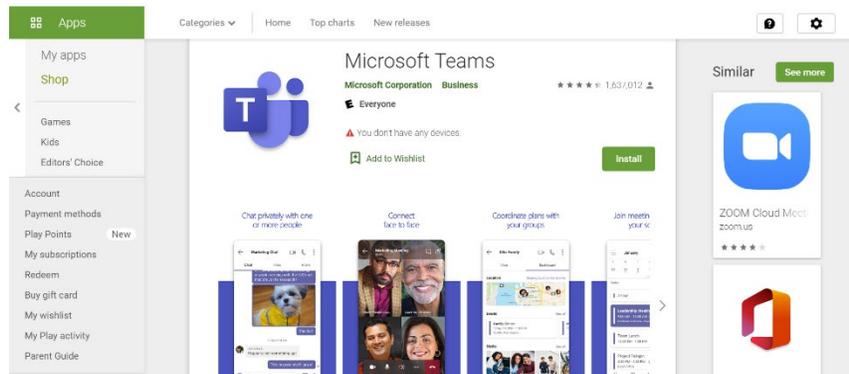
How to access your daughter's Teams account:

1. Microsoft Teams can be downloaded via Apple's AppStore for iPhone or iPad or installed on an Android device via Google Play.

Apple AppStore



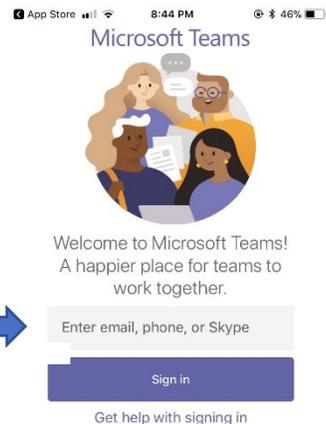
Google Play



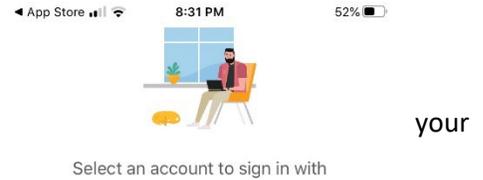
2. Once downloaded, you must sign into her account by entering her Assumption email address. The options look slightly different if you have an existing Teams account or if you are a new Teams user. **Existing Teams Users, skip to step 3.**

New Teams Users, enter your daughter's email address on the initial screen and then move to

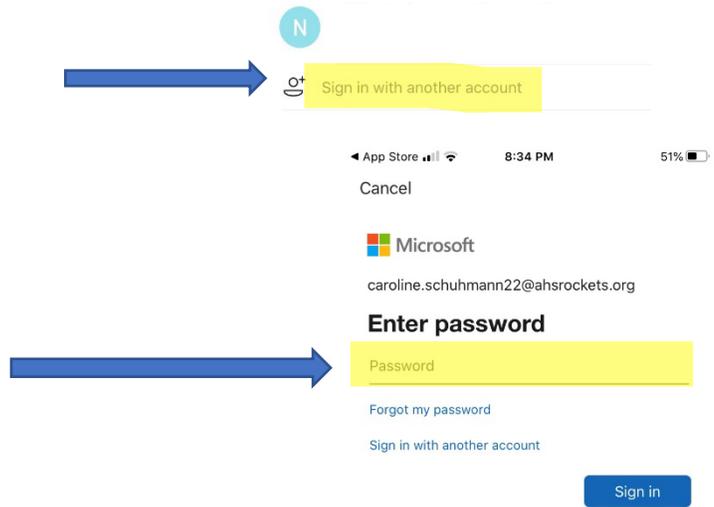
New Teams users—enter your daughter's email address here.



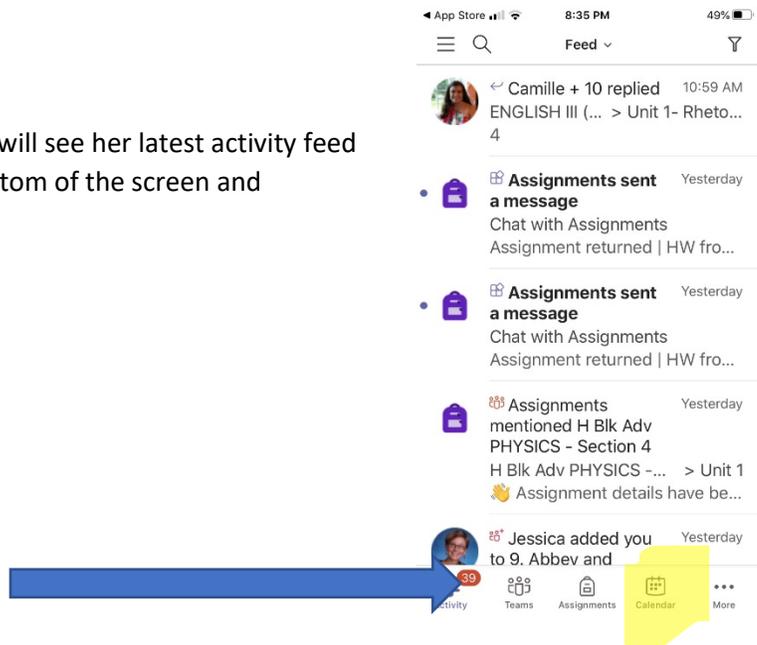
3. Existing Teams users, will need to add a new account and enter daughter's email address.



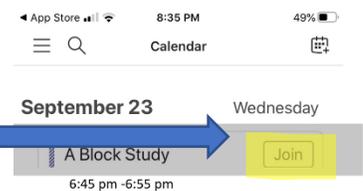
4. Enter your daughter's password.



5. When your daughter's account opens, you will see her latest activity feed on Teams. Look for her calendar at the bottom of the screen and click on the calendar.



6. Once you have accessed her calendar, look for the scheduled meetings for the evening of September 23. Click Join to join your first/next meeting.



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

8. At the end of the night, sign out of your daughter's account by first tapping on her icon picture, then More, then Setting, then Sign Out.