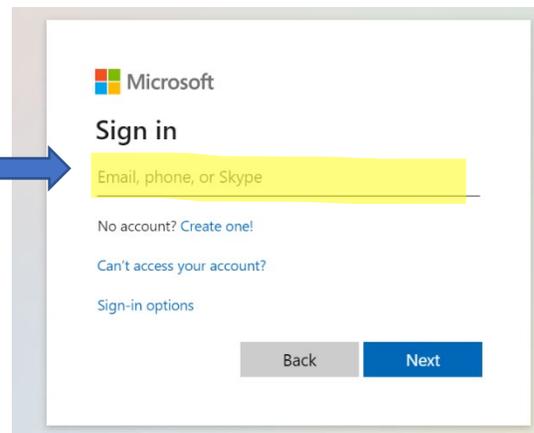**What you will need:**

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
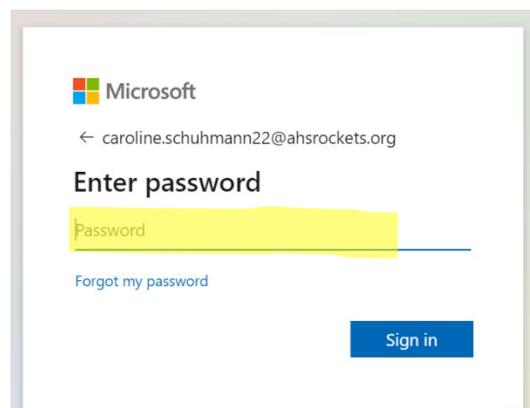2. Your daughter's Assumption email password

**How to access your daughter's Teams account:**

1. Enter teams.microsoft.com in your web address bar.

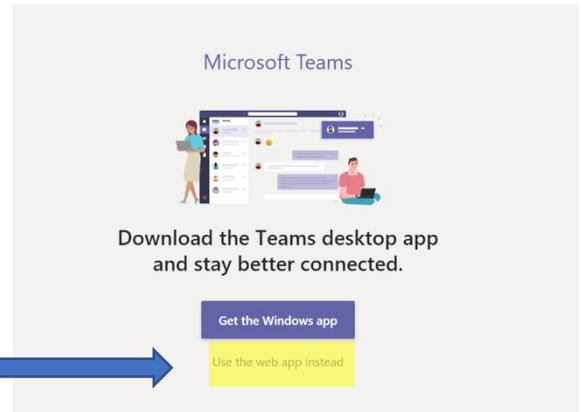2. Begin signing into her account by entering her Assumption email address.

3. Enter your daughter's password.

4. Choose to use Microsoft Teams via the Web app.

Microsoft Teams

Download the Teams desktop app
and stay better connected.

Get the Windows app

Use the web app instead

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

Microsoft Teams

Q Search

Teams

Your teams

...    ...

A    

A BLOCK Study    DC SPANISH 3 - B Block

Hide

Manage team

Add member

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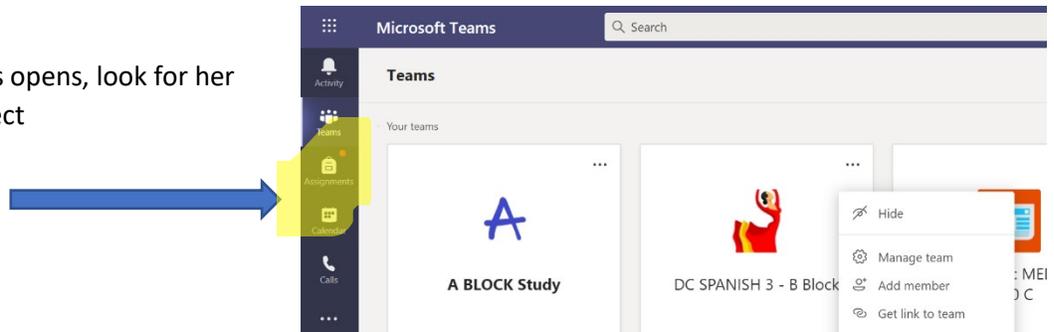
6. Find your daughter's classes on her Teams calendar and select Join when the class is ready to begin.

23
Wednesday

Homeroom
A block
B Block
C Block

E block
F Block
G Block
H Block
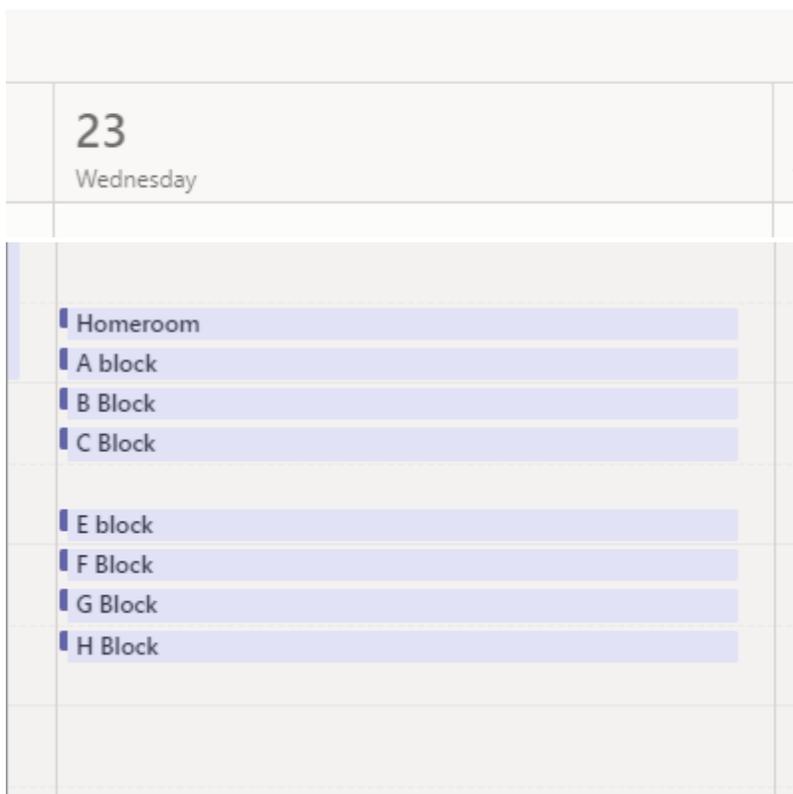
7.  After leaving each class meeting, return to the calendar and join the next class of the evening.

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