

Teams Reference Card



**R.M. MARRS
MAGNET CENTER**

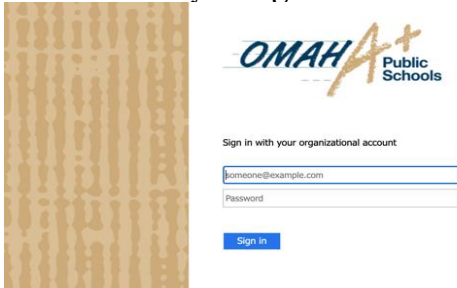
Turn on your iPad



Find and click on the Teams app on the Home Screen.



This screen will appear the first time you log in:



Once you get logged in, you will need to find Calendar on the bottom of the Teams app.

Locate the calendar (horizontal arrow below).

Your classes/meetings will be shown on the left-hand side (box below).

Your first meeting will be on August 18th

Click on the **“Join”** button to go to your 1st meeting. (vertical arrow below)

Steps to log in to Teams:

1. Your username starts with the letter “s”. Type this in first.
2. Enter the first 5 letters of your last name.
3. Enter the first letter of your first name.
4. Enter the last 3 numbers of your student ID.
5. Add @ops.org to your username.

Example:

**Joey Smith
ID # 123456**

Username: ssmithj456@ops.org

Password: 123456

6. If you don't have 5 letters in your last name add an x.

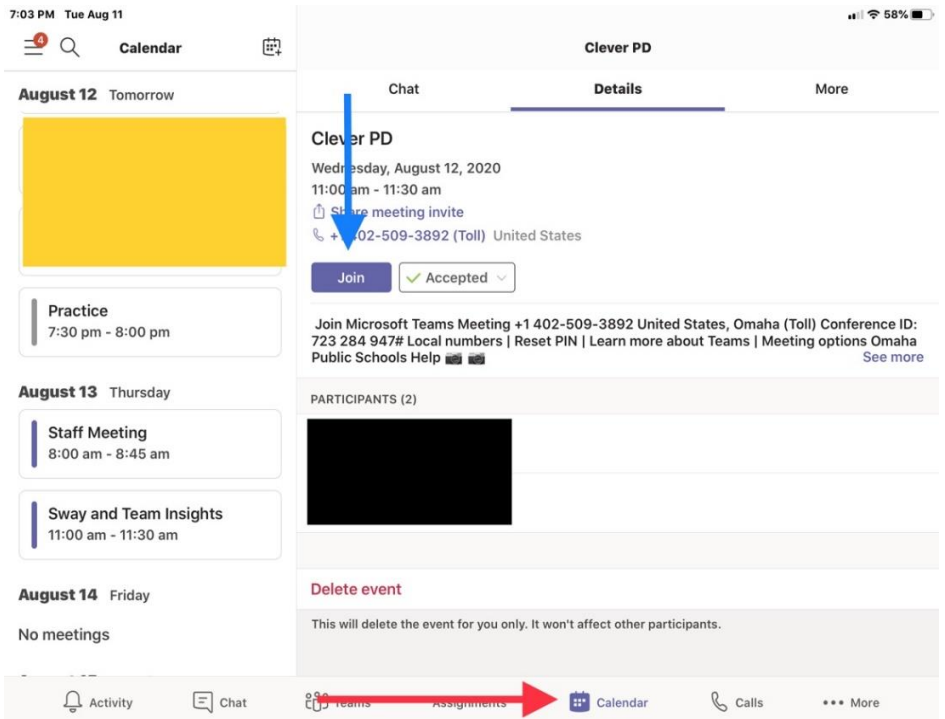
Example: Anna Rey

ID # 654321

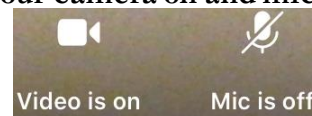
Username: sreyyxa321@ops.org

Password: 654321

- ***If you do not know your ID number, it is located on your school schedule.***



Join with your camera on and microphone off!



Your teacher will give you further instructions on what to do.

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