

How do I join (access) ***My Virtual Classroom*** in Microsoft Teams?

You can join My Virtual Classroom in many ways. **IMPORTANT: Always sign in using your Limestone full email address (username@limestone.on.ca) and password. Do not join as a guest, as you might not be admitted in by the teacher.**

<ul style="list-style-type: none"> • Join from Calendar: Open the team calendar and locate the meeting. Click on Join to enter the meeting. • Join in a Channel: Meetings can also take place in channels, in which case students will see a join invitation and can select Join to enter the meeting. • Join from an Outlook Email link: Students can join a meeting by simply clicking on a link to the meeting. Click on the Click here to join the meeting link within the invite, which will take them to a page on which they can download the desktop or mobile app if needed. Otherwise, the app opens automatically. 	
<p>iPad</p> <ul style="list-style-type: none"> • Join from Calendar • Join in a Channel • Join from an Outlook Email link • Meeting Controls 	<p>Chromebook</p> <ul style="list-style-type: none"> • Join from Calendar • Join in a Channel • Join from an Outlook Email link • Meeting Controls
<ul style="list-style-type: none"> • Windows or Mac 	
<ul style="list-style-type: none"> • Etiquette and tips for the best virtual Classroom experience 	

iPad: Join from Calendar

1. [Sign into Teams](#)
2. From the bottom menu tap **Calendar**.
3. This student has a virtual class on December 27 and December 31. Tap on the virtual class of the day.
4. You will see all virtual class details on the right. Tap on **Join**. Note: you have not yet entered the virtual class yet.
5. Turn video on/off, mute/unmute your microphone.
6. Click **Join now** to enter your virtual class meeting or student might enter a lobby where they will wait until the teacher starts the meeting.

The screenshot shows the Microsoft Teams iPad interface. On the left, the 'Calendar' view displays a list of meetings for December 27, 28, 29, 30, and 31. A meeting titled 'Meeting for Students in Marias Class' is highlighted for December 27, with a red circle '3' next to it. Below this, another meeting 'Free Play Check-in Group' is shown for December 31. At the bottom of the calendar, the 'Calendar' icon in the bottom navigation bar is circled in red with a red circle '2' next to it.

On the right, the 'Meeting for Students in Marias Class' details are shown. It includes the date and time (Monday, December 27, 2021, 10:00 am - 11:30 am), a 'Share meeting invite' link, and a phone number (+1 647-792-0917). A 'Join' button is circled in red with a red circle '4' next to it, and an 'RSVP' button is also visible. Below the meeting details, there is a 'Participant' section showing 'Christopher, Maria' as the organizer.

At the bottom of the meeting details, there is a control bar with icons for 'Activity', 'Teams', 'Calendar', 'Assignments', 'Files', 'Chat', and 'More'. The 'Calendar' icon is circled in red with a red circle '2' next to it.

Below the calendar and meeting details, there is a separate screenshot of the meeting controls. It shows a dark interface with three icons: 'Video is off' (circled in red with a red circle '5'), 'Mic is off', and 'Speaker'. Below these icons is a 'Join now' button circled in red with a red circle '6' next to it.

Learn how to share your screen, raise your hand and more; [Meeting Controls](#)

iPad: Join in a Channel

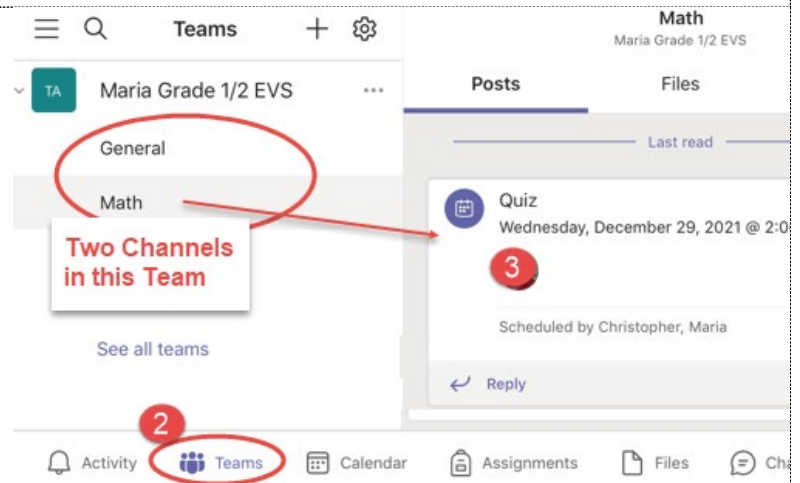
What is a Teams channel?

Every team comes with a “General” channel, however your teacher might add more channels based on topics.

1. [Sign into Teams](#)

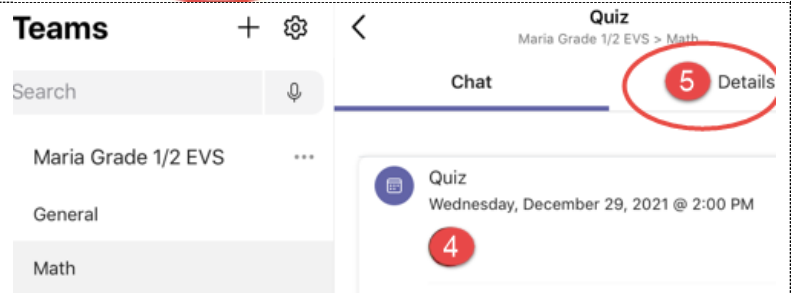
2. From the bottom menu tap **Teams**. Note: this team has two channels General and Math.

3. Tap a channel to see a virtual class meeting, files, conversations and more. On the right side you will see In this example, the “Math” channel has a virtual class meeting.

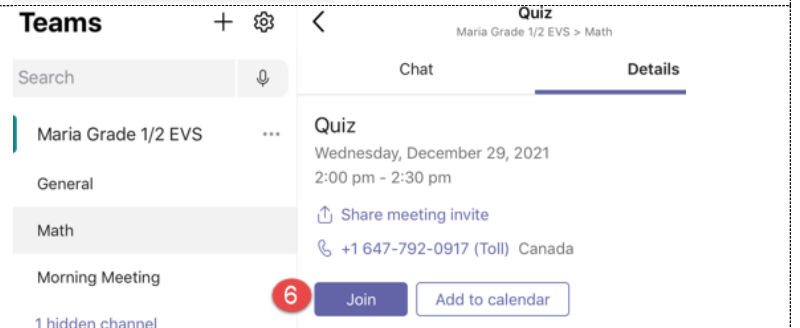


4. Tap on virtual class.

5. Tap **details** to be able to Join your virtual class meeting.

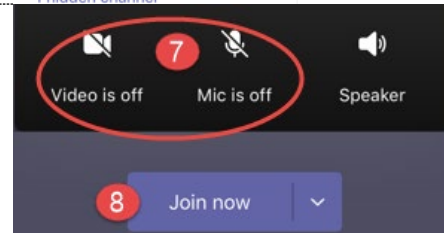


6. Tap on **Join**. Note: you have not yet entered the virtual class yet.



7. Turn video on/off, mute/unmute your microphone.

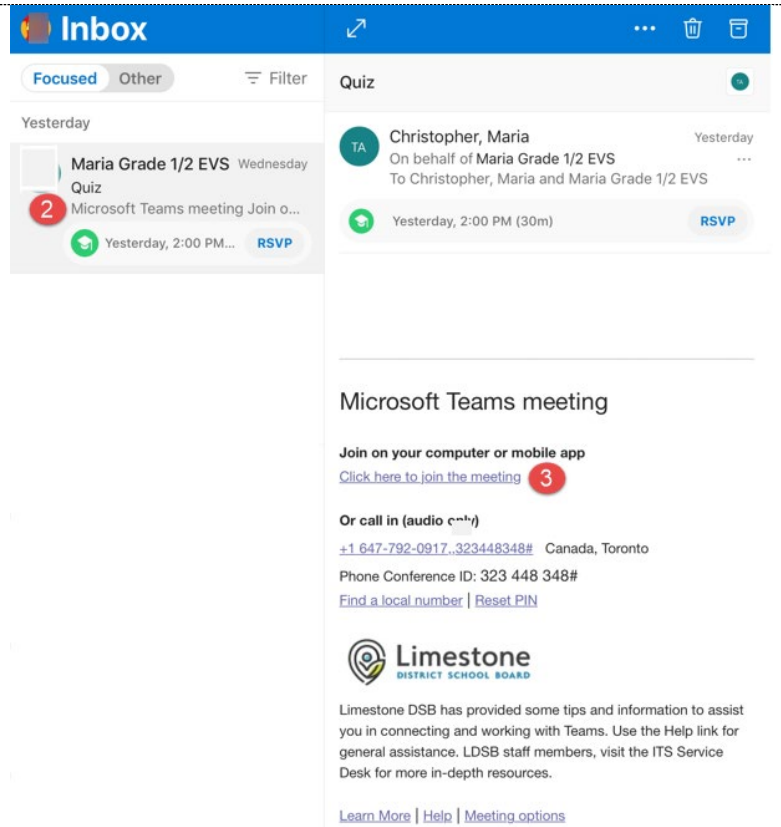
8. Click **Join now** to enter your virtual class meeting or student might enter a lobby where they will wait until the teacher starts the meeting.



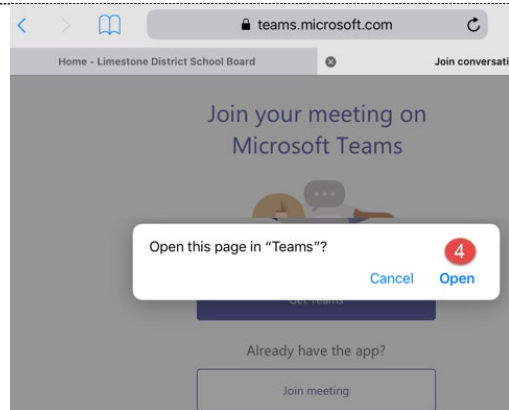
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iPad: Join from an Outlook Email link

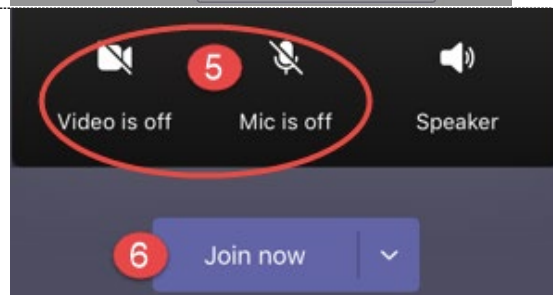
1. Sign into Limestone [Outlook email](#).
2. Locate the email invite.
3. Tap the email to see virtual class details on the right, tap **Click here to Join the Meeting**.



4. You will be redirected to the team's website however if you have the Teams app installed, tap Open to open the virtual class in the Teams app and not in the web browser. Note: you have not yet entered the virtual class yet.

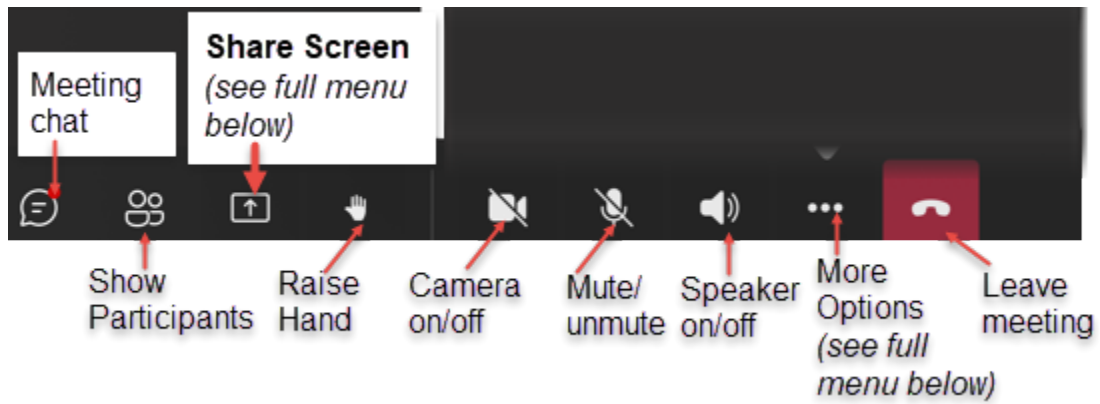


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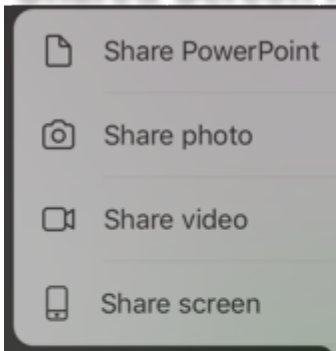


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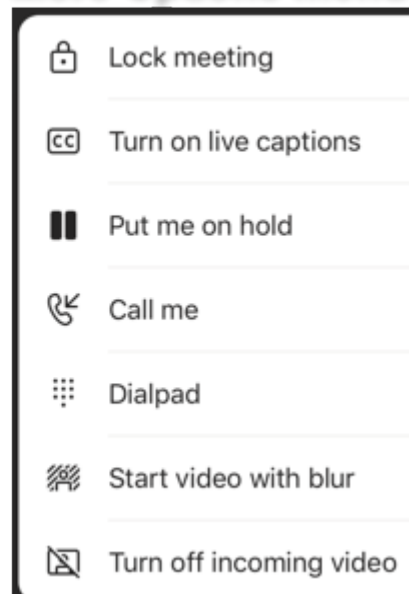
Meeting Controls - iPad



Shared Screen menu

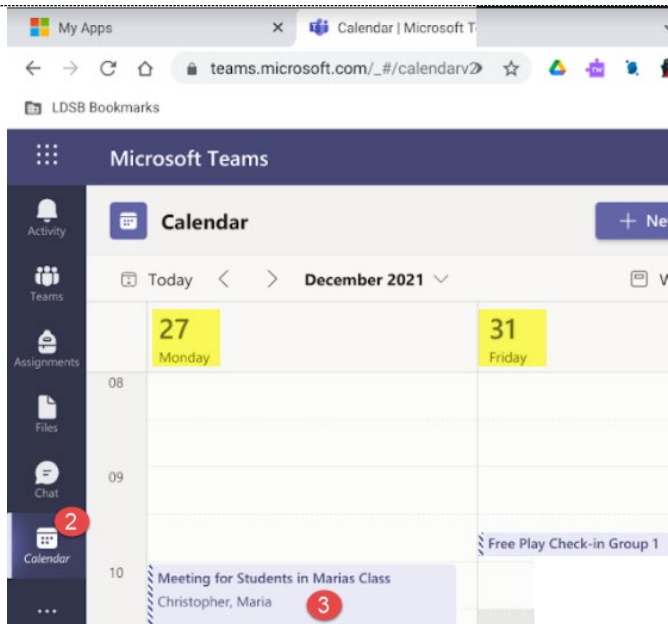


More Options menu

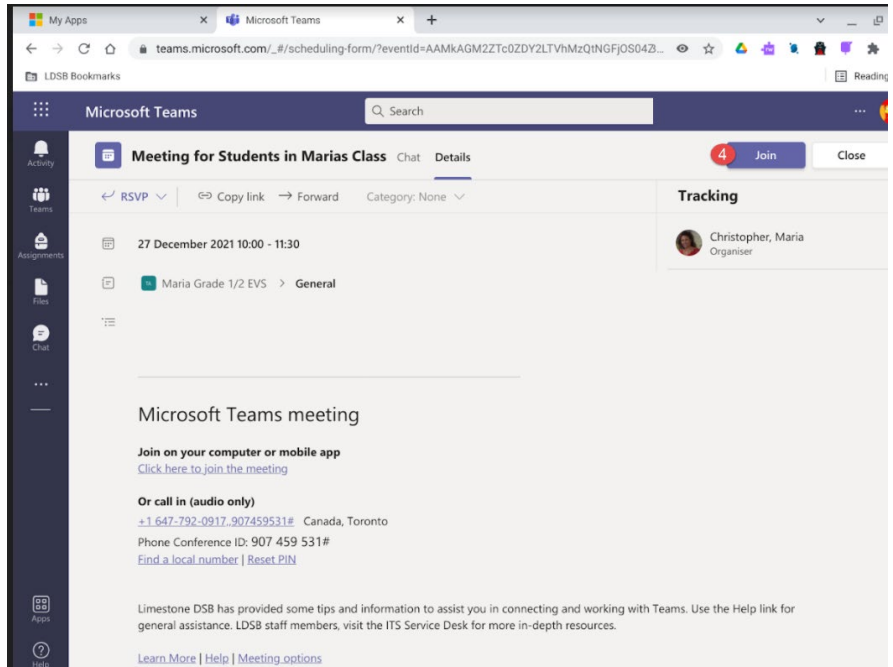


Chromebook: Join from Calendar

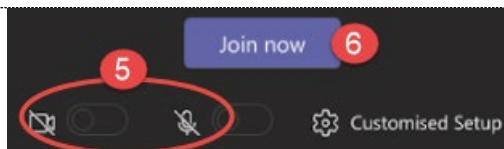
1. [Sign into Teams](#)
2. From the left menu select **Calendar**.
3. This student has a virtual class on December 27 and December 31. Open the virtual class of the day.



4. You will see all virtual class details. Select **Join**. Note: you have not yet entered the virtual class yet.



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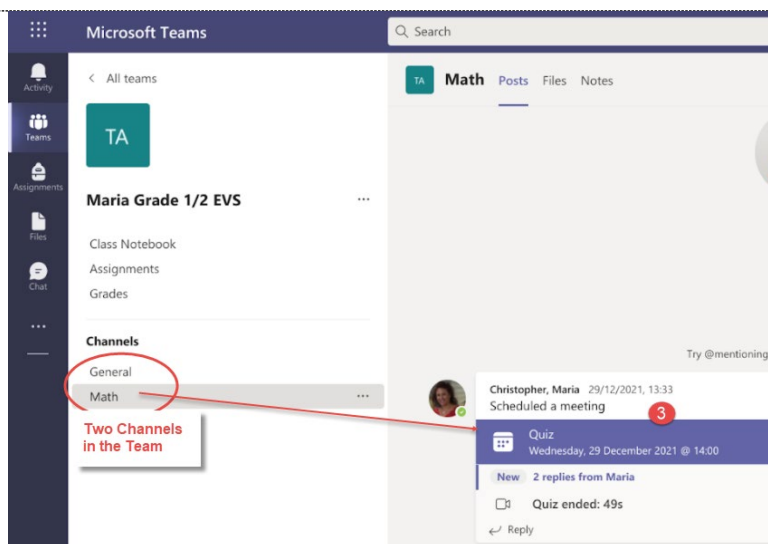
Chromebook: Join in a Channel

What is a Teams channel?

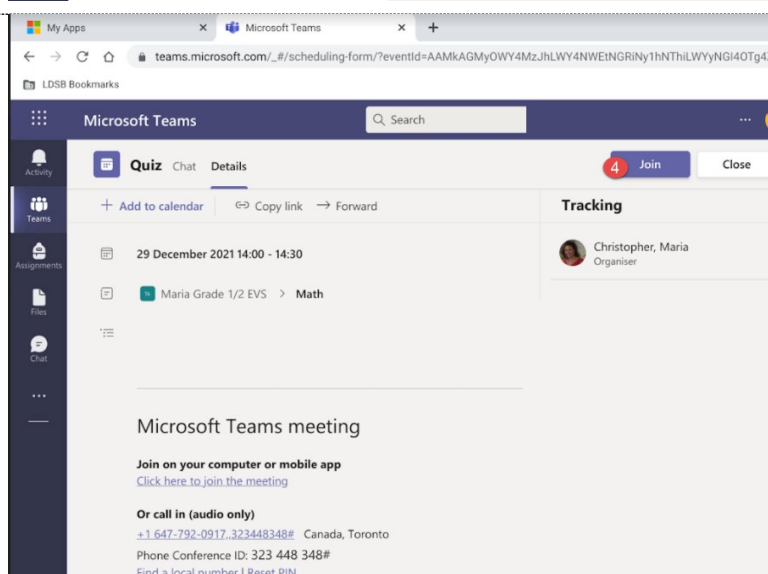
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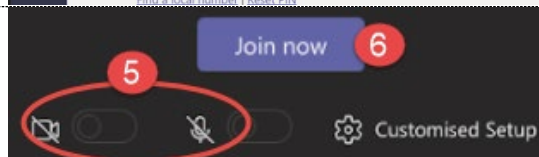
2. From the left menu select **Teams**. Note: this team has two channels General and Math.
3. Open a channel to see a virtual class meeting, files, conversations and more. In this example, the “Math” channel has a virtual class meeting. Open the virtual class.



4. You will see all virtual class details. Select **Join**. Note: you have not yet entered the virtual class yet



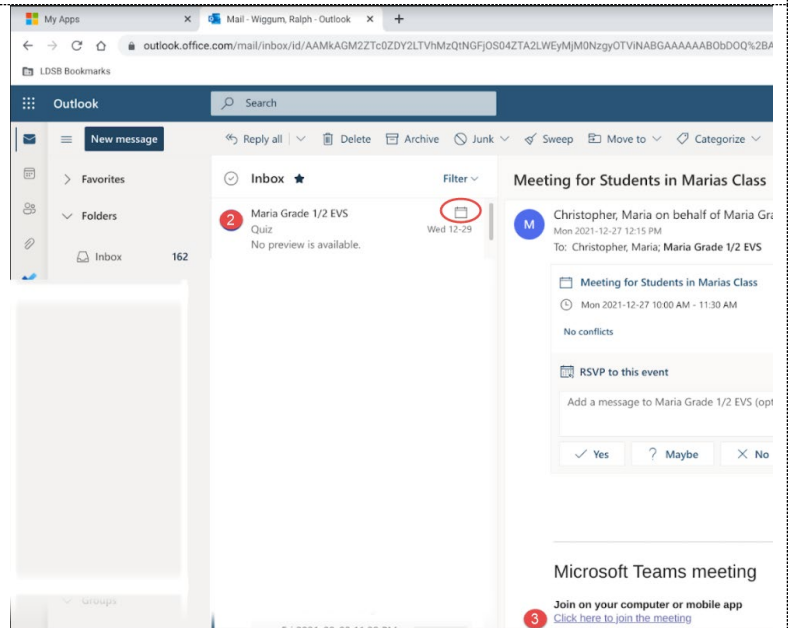
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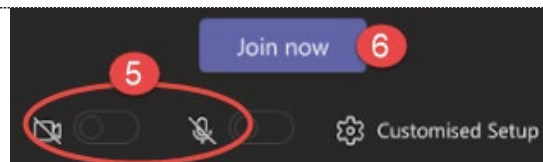
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Chromebook: Join from an Outlook Email link

1. Sign into Limestone [Outlook email](#).
2. Locate the email invite.
3. Select **Click here to Join the Meeting**. Note: you have not yet entered the virtual class yet.

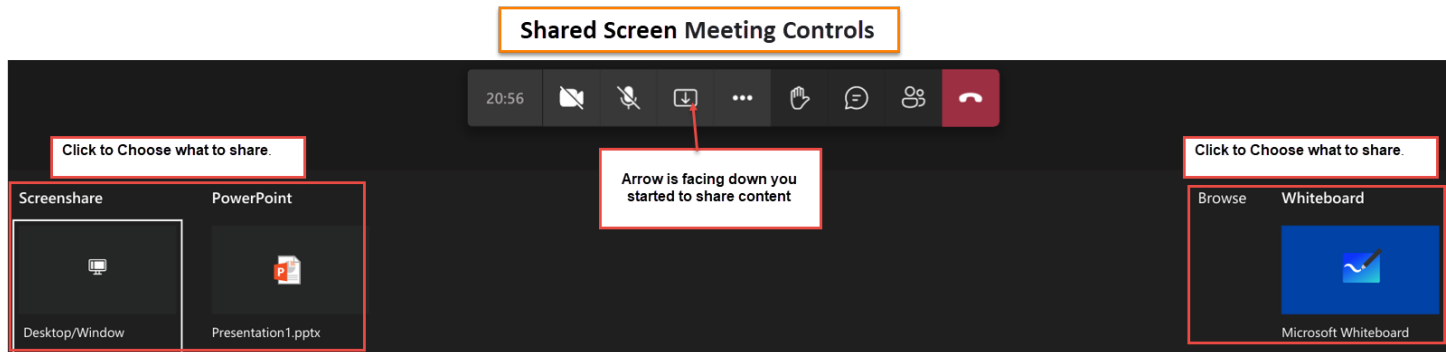
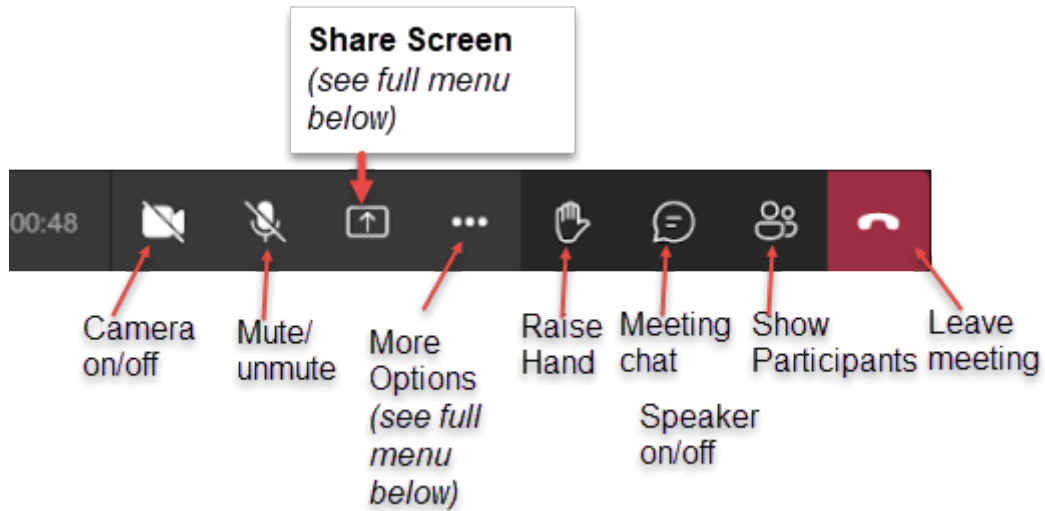


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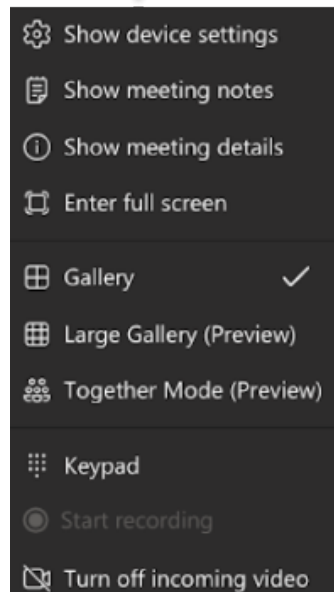


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Meeting Controls - Chromebook



More Options menu



Etiquette and tips for the best Virtual Classroom experience

- When you join your virtual classroom turn your video camera and microphone off unless your teacher has instructed you otherwise. You can always turn them on in your virtual classroom if the teacher requests it.
- If your teacher does want you to turn your video camera on, in your meeting controls blur your background. This creates the best learning experience for all your peers. You will not have to have to worry about something behind you distracting another student or being potentially offensive
- Use chat or to raise your hand to ask questions wait for the instructor to call on you.