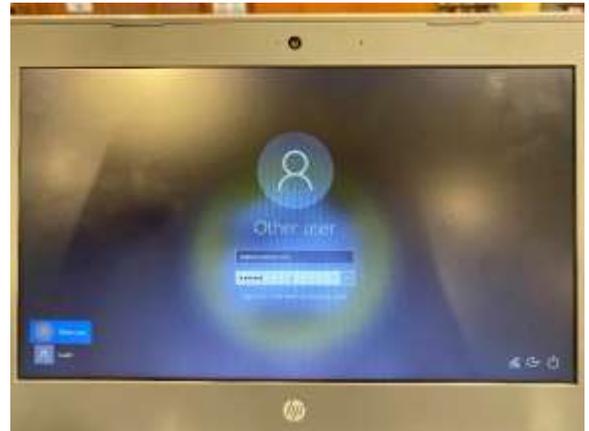




How to Access Your Classes on a Laptop

1. If you are using a personal laptop, scroll to the bottom of these instructions.
2. When you first turn on your Stream, it will look like this:



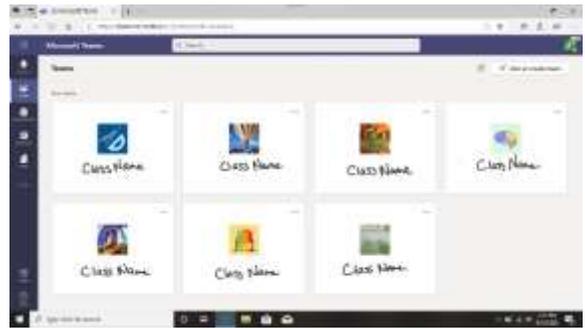
3. Sign in and wait for the rest of your apps to download:
 - a. Your username is s, the first 5 letters of your last name, the first letter of your first name, and the last three numbers of your student ID followed by @ops.org (ie. slastxf456@ops.org)
 - b. Your password is your student ID# (ie. 123456)

4. To access your teachers and classes, find the **Teams** app. If it does not appear on your desktop, try searching for it in the search bar at the bottom of the screen. You may need to use the web version:



TEAMS App
looks like this

5. Once you access Teams, it should look similar to this:

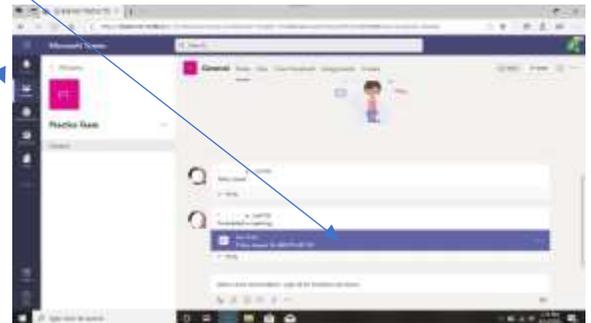


6. Select the name of the Class/Team you would like to access.

a. Your class meetings can be found in the calendar on the left side of the screen or in the posts. If you can't find your class meeting, email your teacher. (firstname+lastname@ops.org). **Teachers will be creating these on Monday Aug 17th and on Fridays after that.**

b. This is also where you will find posted **assignments or announcements** from your teacher.

c. Be sure to look at all of your classes for this semester!

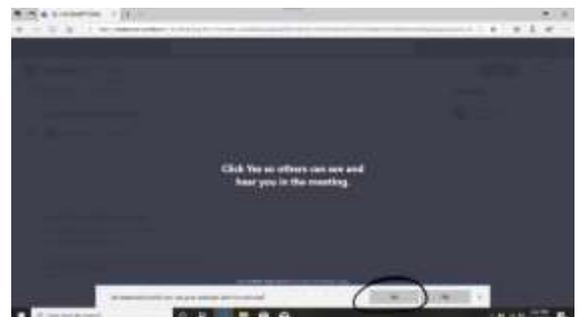


7. To join a class meeting, select the blue ribbon on the Posts page or in your calendar for the meeting.

8. From that page, you select **Join** at the top of the screen.



9. Make sure you allow the computer to use your webcam and microphone.



Please mute your microphone when joining a class until the teacher asks you to unmute.

USING YOUR PERSONAL LAPTOP

If you are using your personal laptop, you will either need to download the TEAMS app yourself or access TEAMS online by following these instructions:

- 1) Search for OFFICE 365 Login
- 2) Login with your OPS credentials
- 3) Select the TEAMS app on your OFFICE 365 login page
- 4) Bookmark the page you are on for future reference



Special thanks to
BURKE HS
for your sharing this
document with the
Davis Aviators.