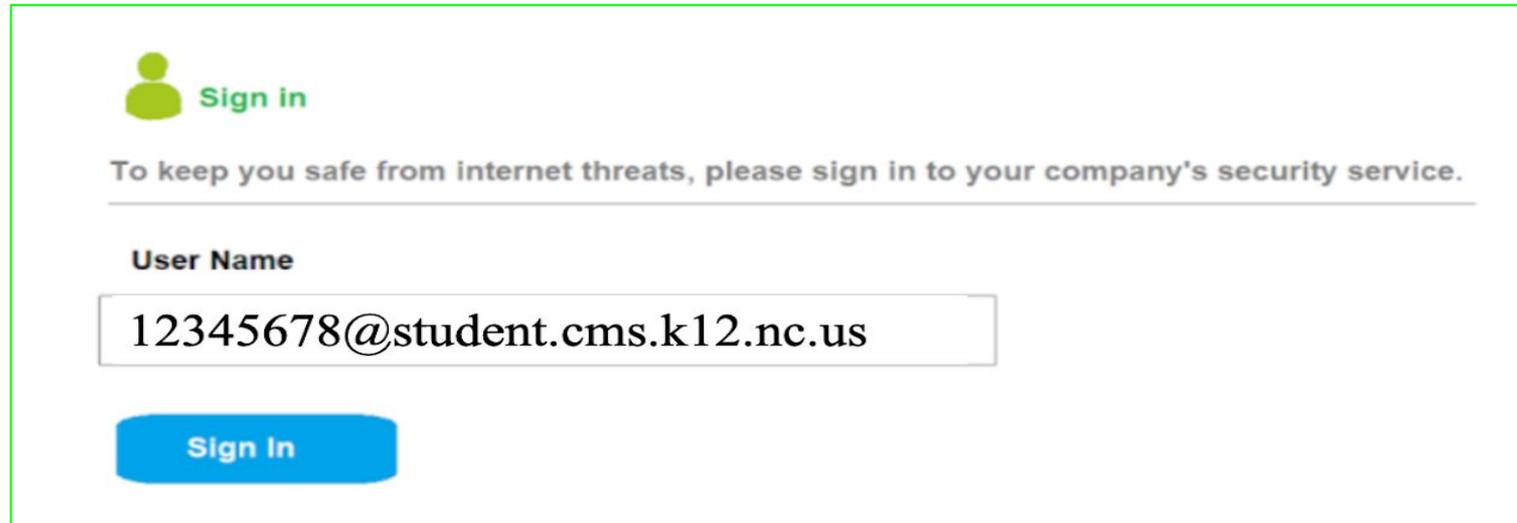


Signing In To Microsoft Teams @ Home for Students

1. Log into your Chromebook as usual with your ID number, LaunchPad Password, and PIN.
2. Follow the ZScaler Instructions:
 - a. Enter your student email address: studentIDnumber@student.cms.k12.nc.us
 - i. 'Student' must be included.
 - b. If the ZScaler screen does not come up, open a new tab and go to any website.



 **Sign In**

To keep you safe from internet threats, please sign in to your company's security service.

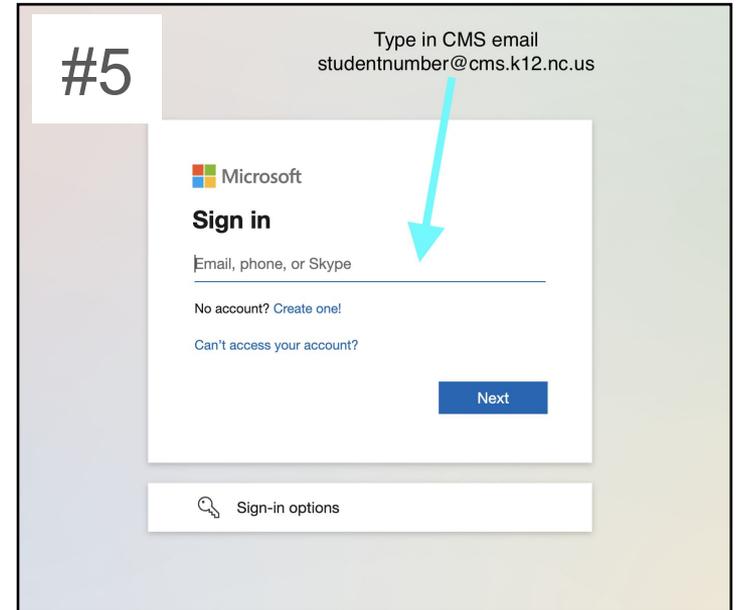
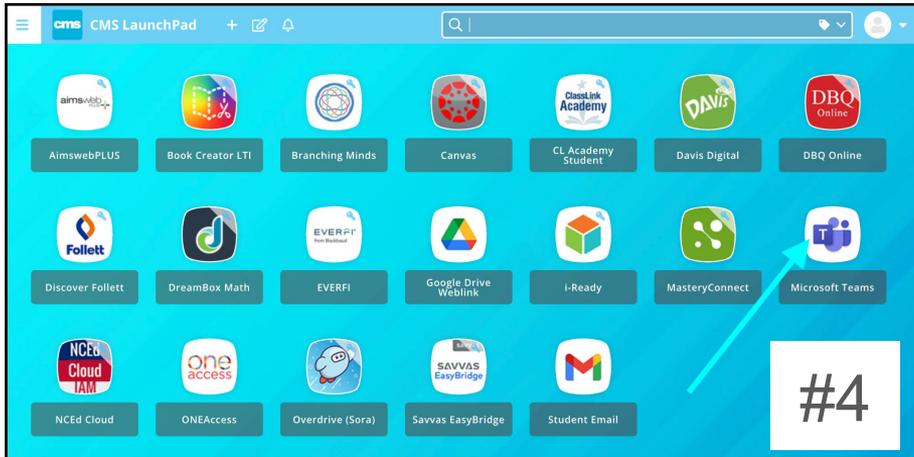
User Name

12345678@student.cms.k12.nc.us

Sign In

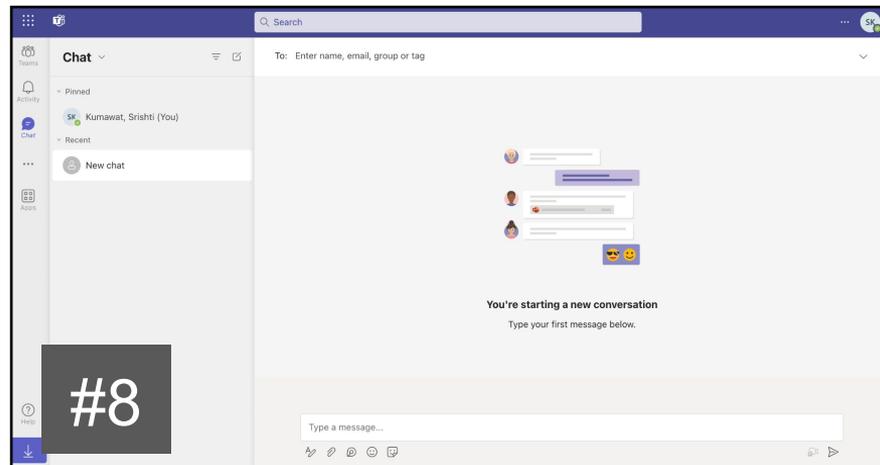
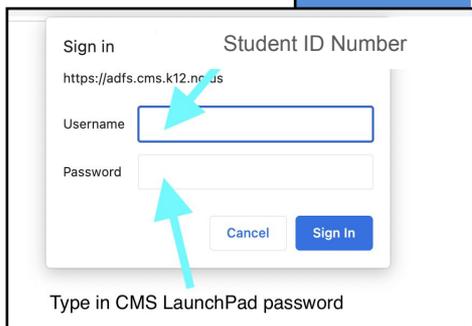
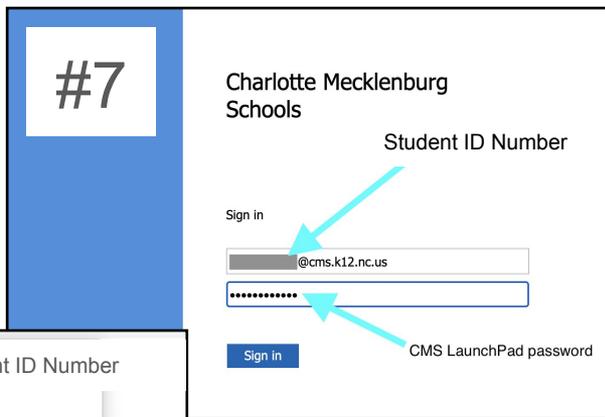
Signing In To Microsoft Teams @ Home for Students

- When you open Google Chrome, you will see the CMS Launchpad screen.
launchpad.classlink.com/cmsk12
- Click on the Microsoft Teams app.
- Type in the student CMS email address. studentnumber@cms.k12.nc.us
 - Students should not type 'student' in their email address.
- Click Next.



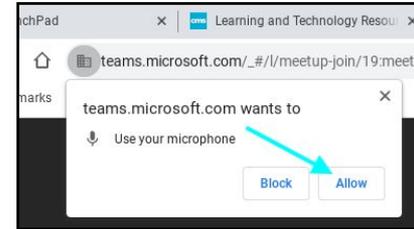
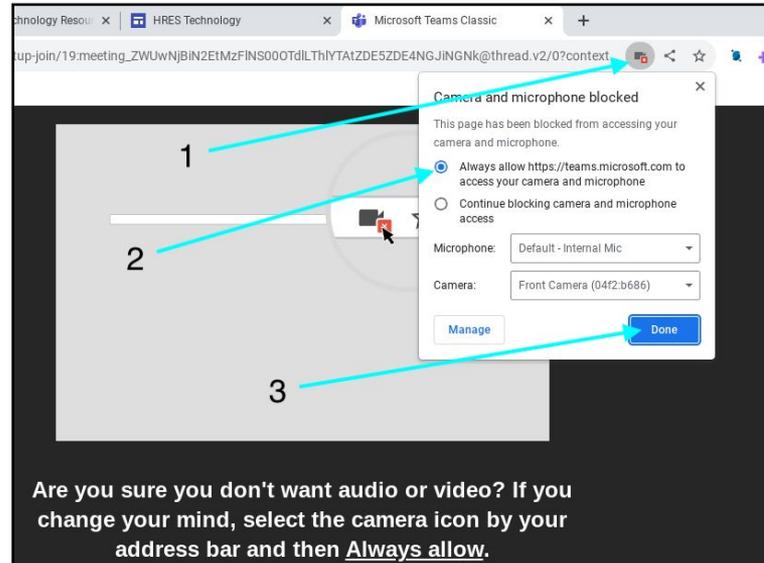
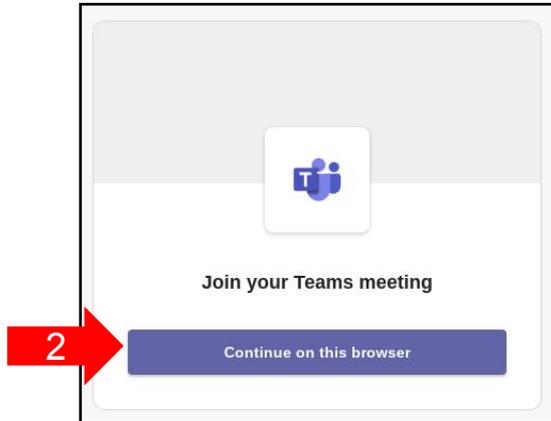
Signing In To Microsoft Teams @ Home for Students

7. You will be directed to a screen asking for a username and password; it will look like one of the screens listed. Here you will enter your student CMS Email Address again
 - a. studentnumber@cms.k12.nc.us **Do not type 'student' in their email address**
 - b. Type in CMS LaunchPad password.
8. You will now be signed into Microsoft Teams.



Joining a Microsoft Teams Meeting

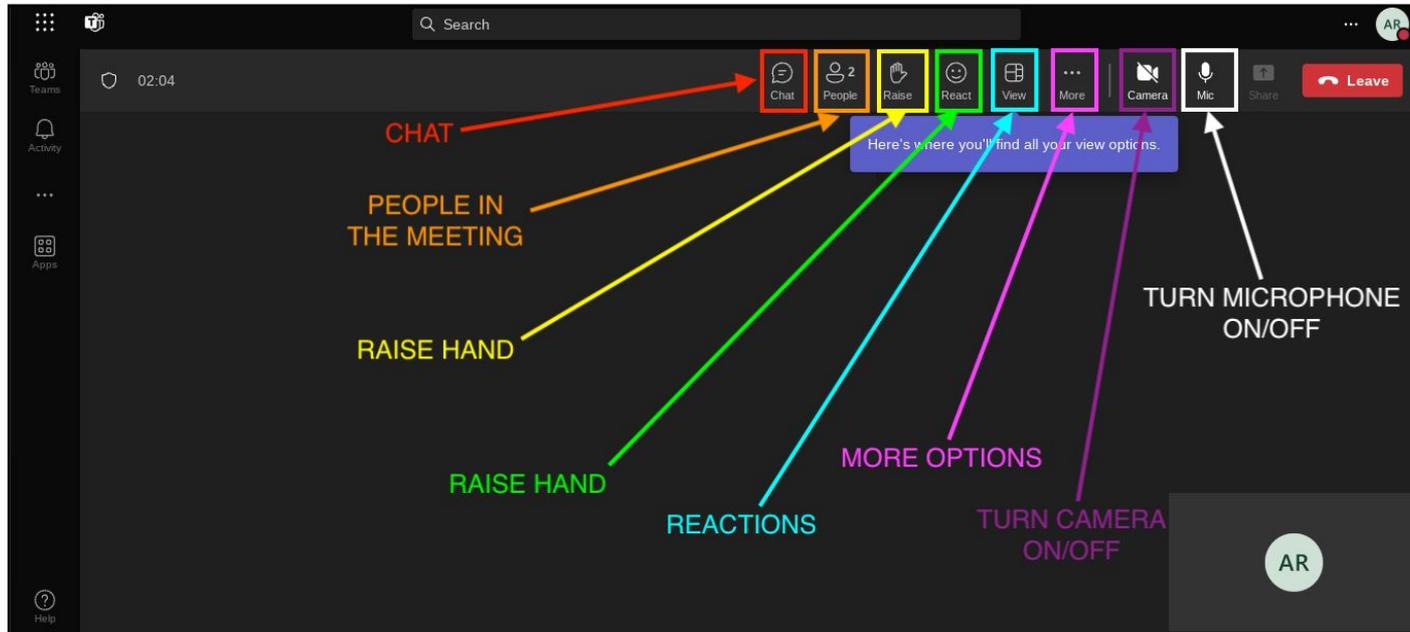
1. Sign-in to the Microsoft Teams app first with the previous instructions before going to Canvas to access your teacher's meeting link.
2. Click on the meeting link posted in Canvas and click on Continue on this browser.
 - a. Click Allow to use your microphone and camera when the pop up window appears.
 - b. Click on the camera button in the URL bar.
 - c. Click 'Always Allow'.
 - d. Click 'Done'.



Are you sure you don't want audio or video? If you change your mind, select the camera icon by your address bar and then Always allow.

Joining a Microsoft Teams Meeting

3. Click 'Sign In'.
 - a. You may need to refer to the 'Signing In' Instructions listed above.
4. You will be in your teacher's Waiting Room/Lobby until they allow you into the meeting.
5. Here are the meeting controls once you are in the Teams meeting.



If you have any issues:

1. Ask your teacher for assistance.
2. Ask Ms. DeWalt for help via the Technology Request form or via email.
 - a. Link for Tech Help Form:
<https://bit.ly/chromebookrepaircms>
 - b. Scan the QR Code to the right.
 - c. Ms. DeWalt's Email:
darahg.dewalt@cms.k12.nc.us

