

## Student Quick-Help Sheet:

How to correctly join a Microsoft Teams live meeting

### Step #1:

#### **IMPORTANT FIRST STEP:**

You MUST first log into ClassLink (<http://my.classlink.com/rockdale>).  
This registers you as a student and is necessary for attendance.

### Step #2:

When you click the link to join the live Teams meeting, you will be prompted with a choice about how to join. Students must choose to “Open Teams App” for their attendance to be correctly registered.

## How do you want to join your Teams meeting?



**Download the Windows app**  
Use the desktop app for the best experience.



**Continue on this browser**  
No download or installation required.



**Open your Teams app**  
Already have it? Go right to your meeting.

