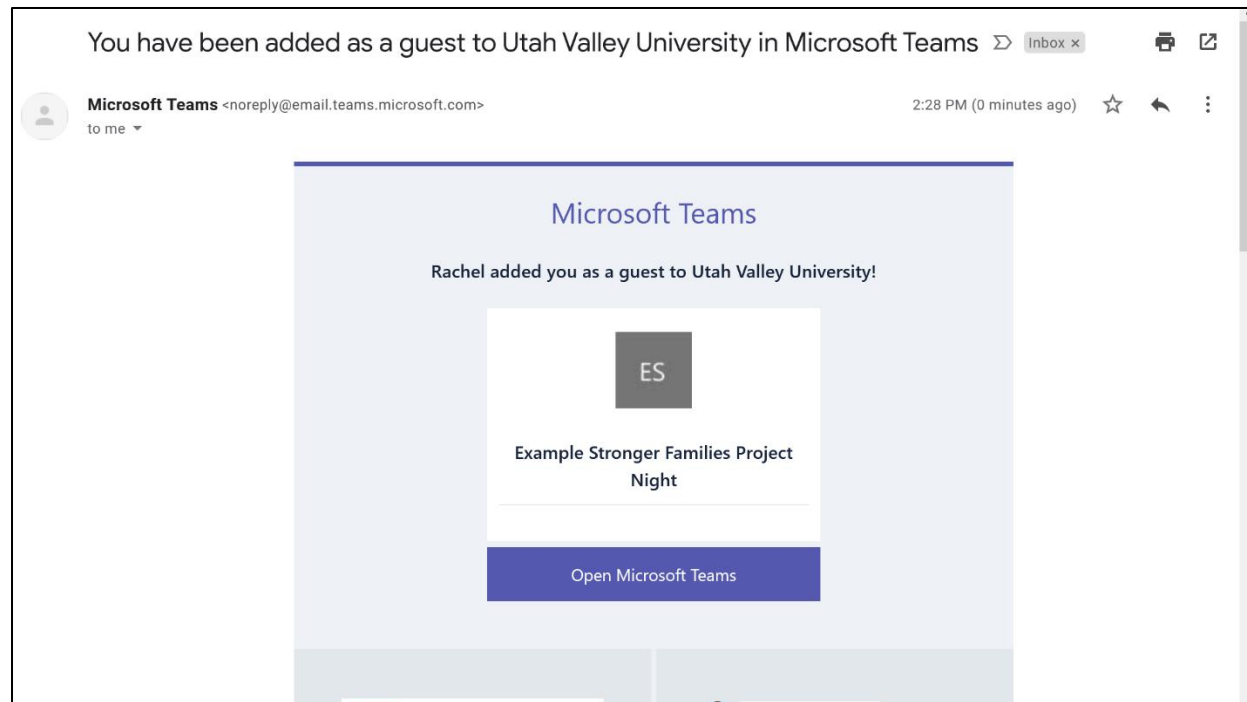# Welcome to the Stronger Families Project virtual program!

We're so happy to have you here. We can't wait to see you in our Microsoft Teams team.
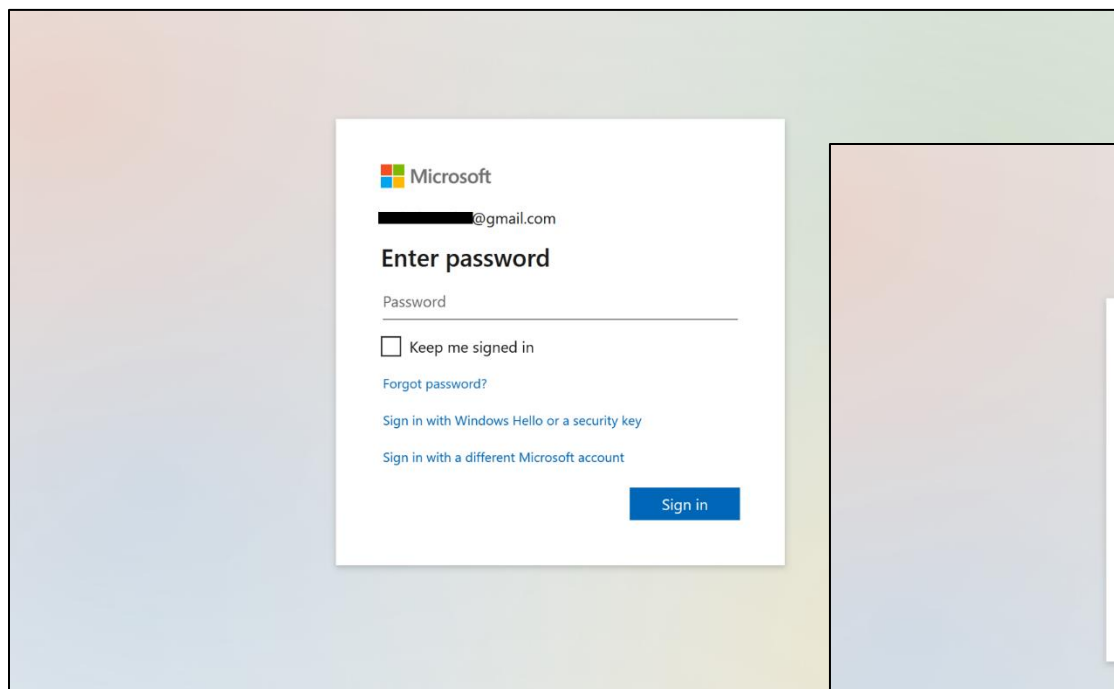
Please follow the steps below to get into the team and contact your Regional Coordinator if you have questions.

1. **First, find the email inviting you to the team**. This will be sent to the email you used to register for the program. Click the "Open Microsoft Teams" button to begin.
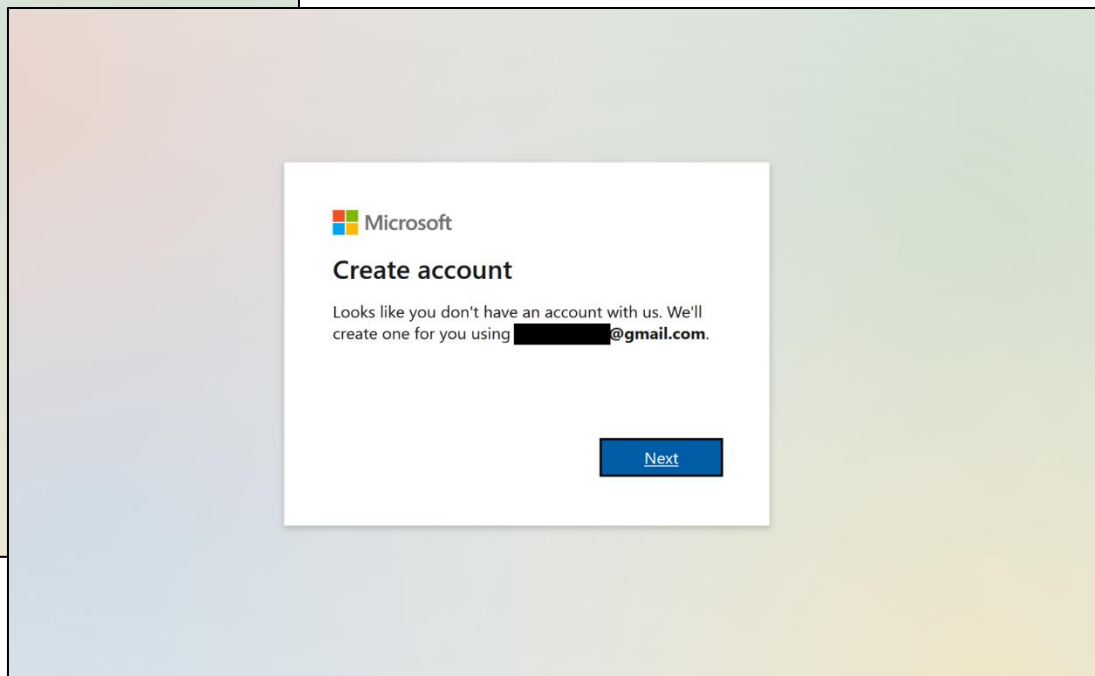   *Note:* If multiple members of your family will be logging in from different devices, each person will need to be invited with a different email address and set up their access separately.

2. **Next, either create a Microsoft account associated with that email address or sign up for a new Microsoft account.** Follow the steps to create a password, enter your information, and confirm your humanity.
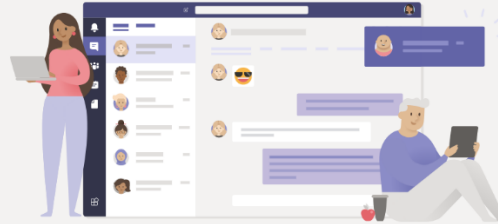
3. **Now, you're ready to use Teams!** You can use Teams from within your web browser (teams.microsoft.com), or you can download and sign into the application.

4. **This is what your landing page will look like. Use this landing page to join the Meeting at the start of your SFP night or to join overall chats. Use teams.microsoft.com to return to this page in your browser or open the app.**

If you already have Teams access with your email address through another organization, you may have more options than what you see below. In that case, use the "**Teams**" tab on the left to open your menu of Teams, then navigate to the Stronger Families Project Team you've been invited to.

This is the "Teams" tab in case you need to switch to a different team.

This is where you'll join the call (when it's running – see the next step).

You may want to start or respond to a chat conversation. You can do this here…and below with the "New conversation" button.

5. **You're ready to join a call when one starts.** If you're on the team and in the right room but don't yet see "Join," please be patient and we'll be ready shortly!

Click to join, then follow the prompts that will pop up to choose your camera and audio options. Please turn on your camera so we can see you and your family!
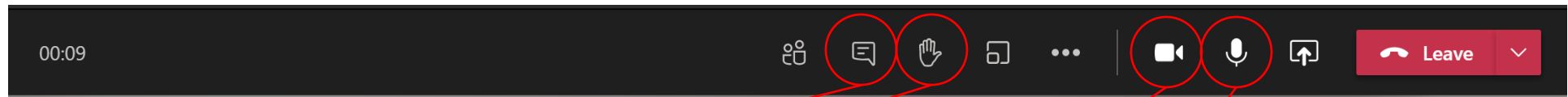
6. **You can also enter your Breakout or Family Room for Family Class and return to the "General" room for Parent Class afterwards.**

Click the name of the room you want to join.

If you don't immediately see your family's room, you may need to select the hidden channels, then "show" next to your room when it pops up.

7. **When you're in a call (either in the general room or in your family room), you have options!** Look for this bar at the top of your screen. These are the main buttons you'll need to use.

Use this button to open or close the chat pane.

Use this button to raise or lower your hand.

Use this button to mute and unmute your microphone. The icon will have a slash through it when you are muted.

Check here that your camera is on (it will have a slash through the icon if it's off – click the icon to turn it on). We want to see everyone and have you participate!