

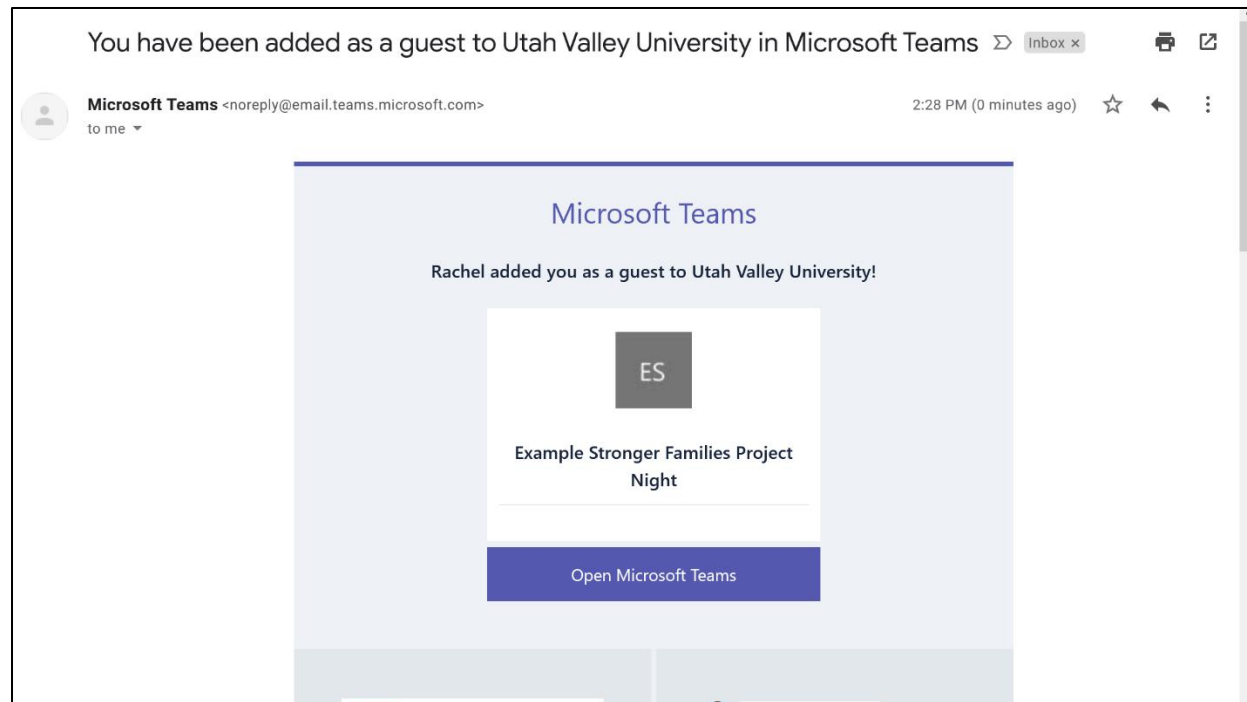
Welcome to the Stronger Families Project virtual program!

We're so happy to have you here. We can't wait to see you in our Microsoft Teams team.

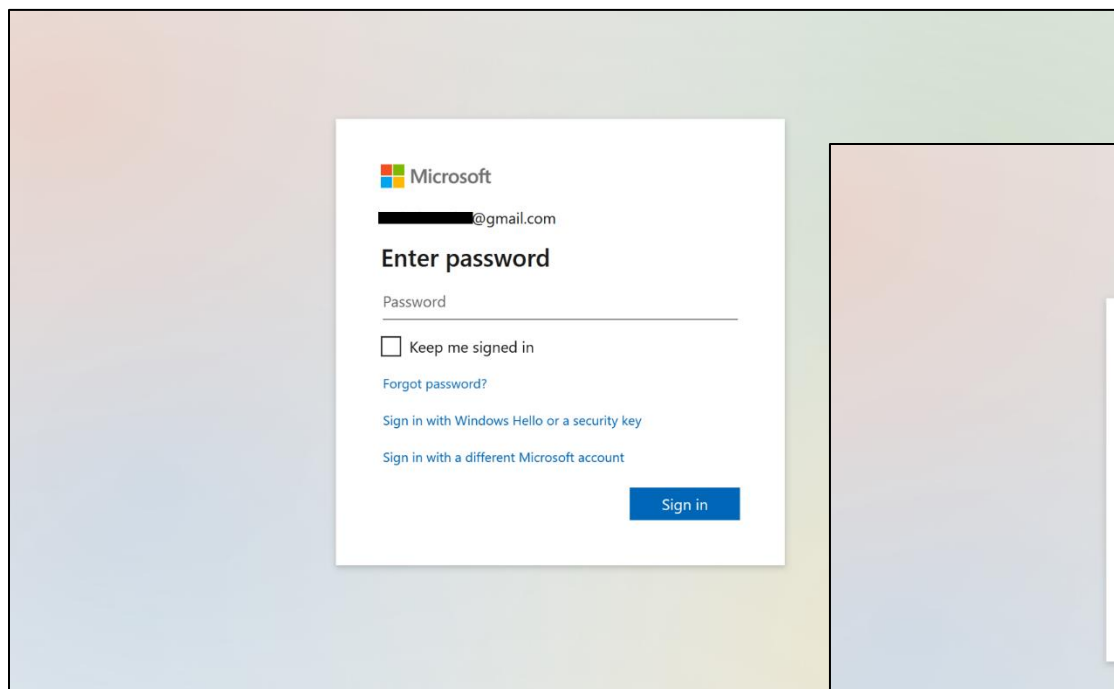
Please follow the steps below to get into the team and contact your Regional Coordinator if you have questions.

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.

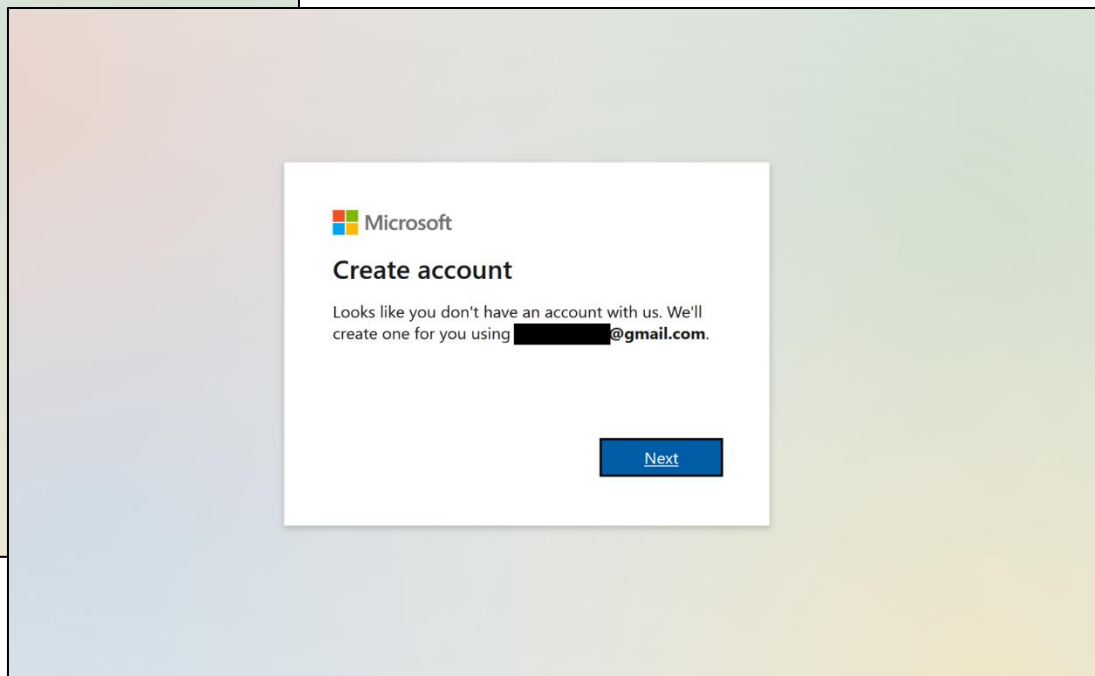
Note: If multiple members of your family will be logging in from different devices, each person will need to be invited with a different email address and set up their access separately.



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.



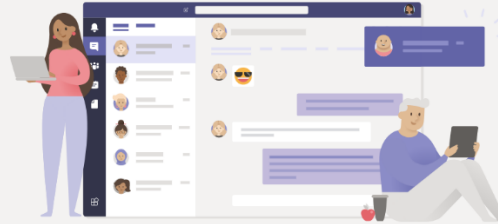
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address [REDACTED]@gmail.com is displayed. The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field is a checkbox labeled "Keep me signed in". There are three links: "Forgot password?", "Sign in with Windows Hello or a security key", and "Sign in with a different Microsoft account". At the bottom right is a blue "Sign in" button.



The screenshot shows the Microsoft "Create account" page. At the top left is the Microsoft logo. The heading is "Create account". Below the heading is the text: "Looks like you don't have an account with us. We'll create one for you using [REDACTED]@gmail.com." At the bottom right is a blue "Next" button.

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.

Microsoft Teams



Stay better connected with the Teams desktop app

Get the Teams app

Use the web app instead

Already have the Teams app? [Launch it now](#)

[Privacy and Cookies](#)
[Third-Party Disclosures](#)

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.

The screenshot shows the Microsoft Teams interface. On the left, a vertical navigation bar contains icons for Activity, Chat, Teams, and Files. The 'Teams' icon is circled in red. The main area displays a team chat for 'Example Stronger Families Proj...'. The chat history includes a welcome message, a post from Rachel Arocho at 2:26 PM, a post at 2:27 PM with a 'New conversation' button, and a meeting announcement for Friday, December 11, 2020 at 6:25 PM. A 'New conversation' button is also visible at the bottom of the chat area.

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!

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane includes Activity, Chat, Teams, and Files. The main area shows a team named 'Example Stronger Families Project' with a 'General' channel. A meeting announcement is visible, titled 'Example Stronger Families Project Meeting', scheduled for Friday, December 11, 2020, at 6:25 PM. A 'Join' button is highlighted with a red circle. A red box with a white background and black text contains the following instructions: '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!'. A red arrow points from this box to the 'Join' button. The top of the interface shows the Microsoft Teams logo, a search bar, and a user profile icon. The bottom of the interface features a 'New conversation' button and a 'Manage teams' link.

Microsoft Teams

Search

Activity

Chat

Teams

Files

Help

Manage teams

ES General Posts Files Class Notebook Grades

Team 2 Guests Meet

Your teams

ES Example Stronger Families Proj...

General

Family Room 1

1 hidden channel

Rachel Arocho 2:26 PM

This is an example of a Stronger Families Project class Team.

Rachel Arocho 2:27 PM

Use "New conversation" below to start a new post, or reply to posts others have made if you have something to say!

Reply

Example Stronger Families Project Meeting 00:13

Join

Rachel Arocho 2:27 PM

Scheduled a meeting

Example Stronger Families Project Meeting

Friday, December 11, 2020 @ 6:25 PM

Example Stronger Families Project Meeting started

Reply

New conversation

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!

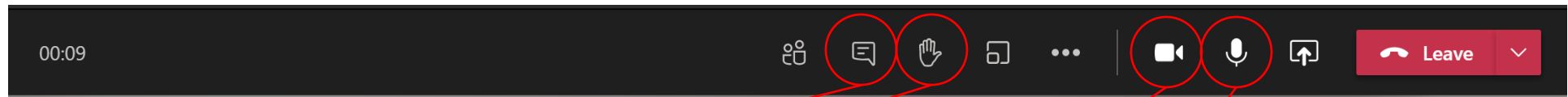
6. You can also enter your Breakout or Family Room for Family Class and return to the “General” room for Parent Class afterwards.

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' section is expanded, showing a list of channels: 'General', 'Family Room 1', and '1 hidden channel'. A red arrow points from a text box to the '1 hidden channel' entry. The main chat area shows a conversation in the 'General' channel. A red arrow points from another text box to a dropdown menu that appears over the chat, listing 'Example Stronger Families Proje...' and 'Family Room 2'. The chat history includes messages from Rachel Arocho and a meeting announcement for 'Example Stronger Families Project Meeting' scheduled for Friday, December 11, 2020, at 6:25 PM. A 'Join' button is visible for the meeting. At the bottom, there is a 'New conversation' button.

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.

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!

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