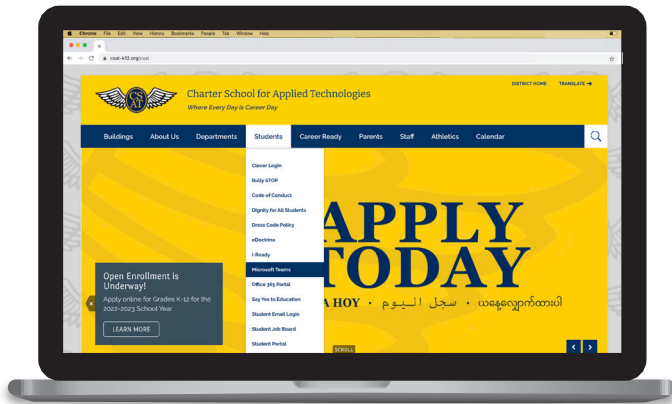# Charter School for Applied Technologies
www.csat-k12.org

HOW TO GUIDE FOR MICROSOFT TEAMS

HOW TO LOG IN

- Go to **www.csat-k12.org**
- Hover over the **Students Tab**
- Click on **Microsoft Teams**
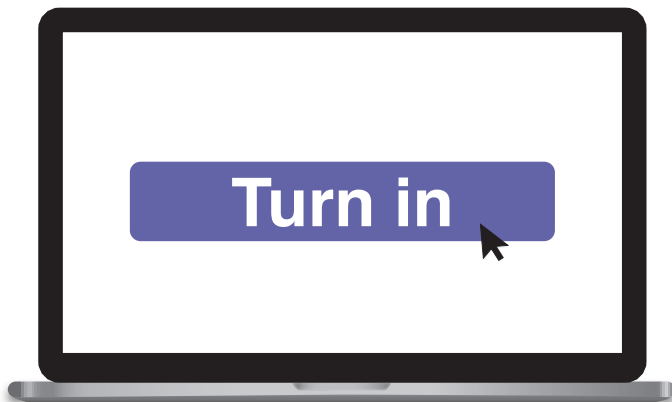- **Log in** using your CSAT email address and password

Don't know your students credentials?
*Visit **www.csat-k12.org/techsupport***

HOW TO JOIN A LIVE MEETING

- Once logged in to Microsoft Teams, click on the appropriate class
- Find the **scheduled meeting**
- Click **join** when it's time to meet.

Helpful Hint:
Join your meeting a minute or two early to allow time to connect.
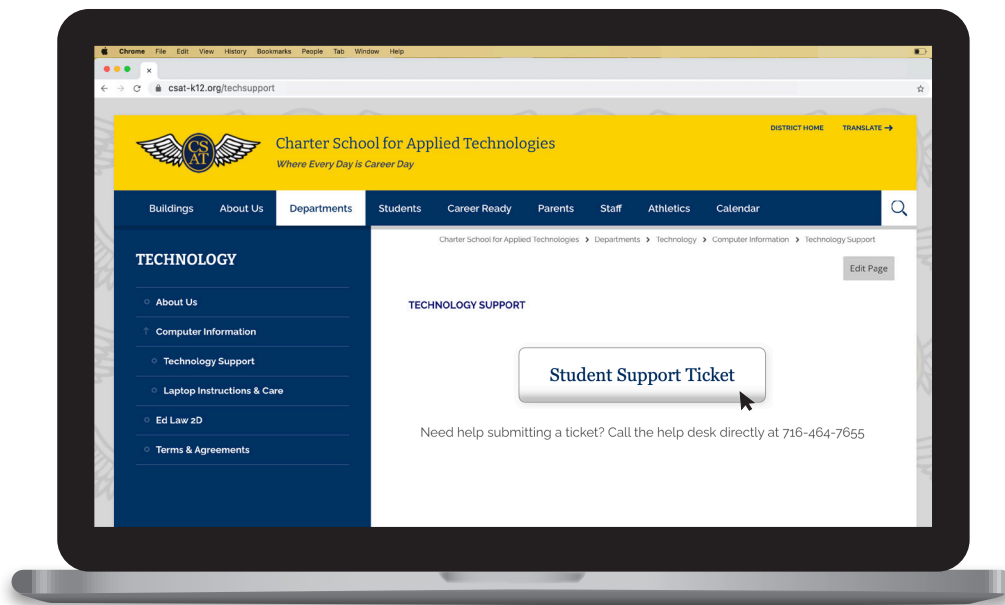
HOW TO VIEW AND TURN IN ASSIGNMENTS

- Once logged in to Microsoft Teams, click on the appropriate class
- Select **assignments** from the left hand menu
- Click the assignment **to view instructions**
- **Complete the assignment**
- Click the **Turn In button to submit**

Helpful Hint:
The Turn In button is located in the upper right corner.

HOW TO GET
TECHNOLOGY SUPPORT

Submit a ticket at *www.csat-k12.org/techsupport*
or call the help desk directly at *(716) 464-7655*

Technology Help Desk Hours:
Monday - Friday, 7:30 a.m. - 3:30 p.m.
Closed Holidays.