

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

Drumshanbo Vocational School

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Students /Parents

When logging into a school Teams meeting please follow the steps

1. Open Teams by going to Microsoft office 365 and clicking on Teams from the panel on the left hand side of the screen OR click on your Teams App on the phone/tablet/laptop.
2. You will see all your teams displayed.
3. A Team is a class.
4. Using your school timetable, click into each Team as though you were moving from one class to another.
5. There is now no need to click into your calendar.
6. To join a meeting click "Join" in the dark blue ribbon displayed on the screen.
7. You will be asked to wait until someone lets you in.
8. Your teacher will admit you when the class is about to begin.
9. If you are late to a class please wait and the teacher will admit you.