

How to Join your MSLE Class on Teams

- You will receive two invitation emails
 - An invitation to the team
 - A calendar invite for the meeting

Click here to join the team when you receive this email



Microsoft Teams

Thomas added you to the MSLE Course team!

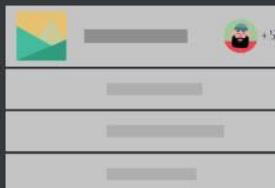


MSLE Course

1 members

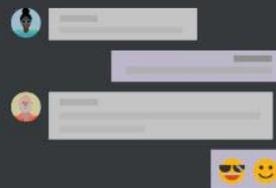
MSLE Course

[Open Microsoft Teams](#)



Bring your team together

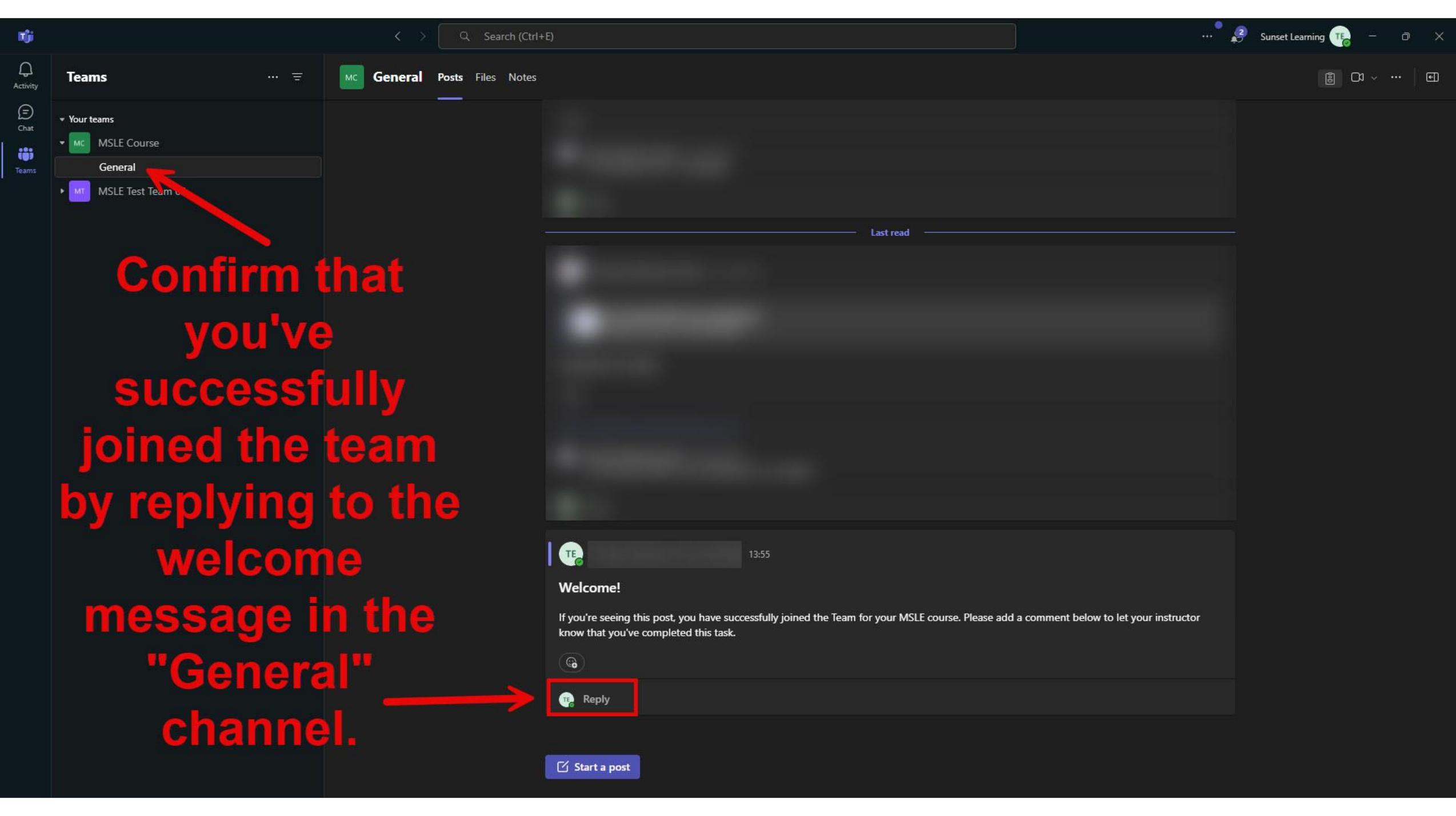
Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.



Chat 1:1 and with groups

Outside of open team conversations, chat privately and share files and notes with anyone in your organization.





Confirm that you've successfully joined the team by replying to the welcome message in the "General" channel.



Accept the meeting invite when you receive this email

Accept Decline

MC on behalf of MSLE Course To: [redacted]

Reply Reply all Forward

MSLE Course Meeting

No conflicts

Microsoft Teams Meeting

RSVP to this event

Email organizer

Add a message (optional)

Accept Decline

Microsoft Teams [Need help?](#)

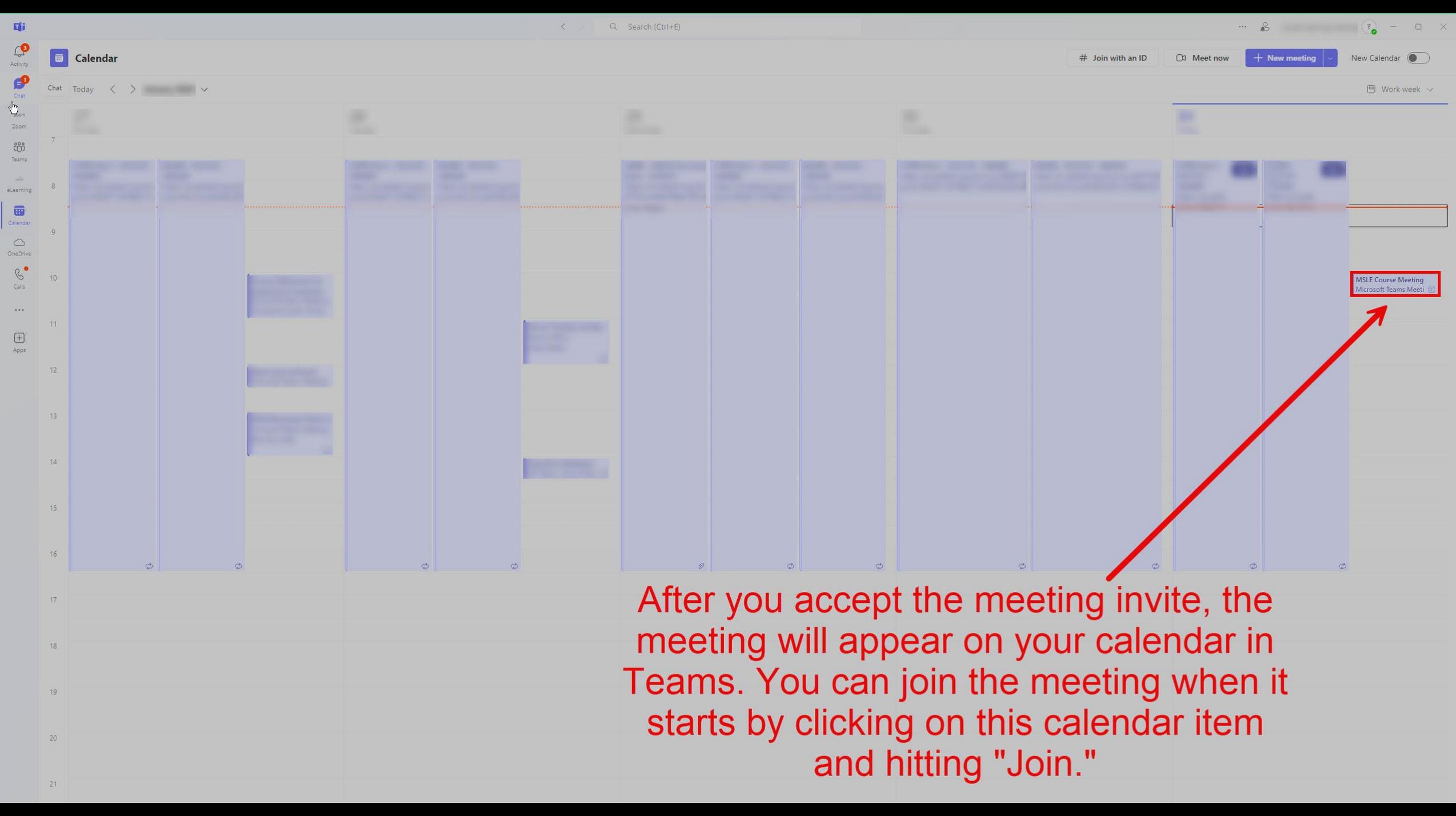
[Join the meeting now](#)

Meeting ID: [redacted]

Passcode: [redacted]

For organizers: [Meeting options](#)

When the meeting starts, you can join it by clicking here.



After you accept the meeting invite, the meeting will appear on your calendar in Teams. You can join the meeting when it starts by clicking on this calendar item and hitting "Join."

When you join the meeting, switch to the Sunset Learning org.

Change



Change account or org

- [Profile icon] [Account Name]
- [Home icon] [Account Name] ✓
- [Account icon] Sunset Learning
- [Add icon] Add another account
- or
- [Account icon] Join without signing in

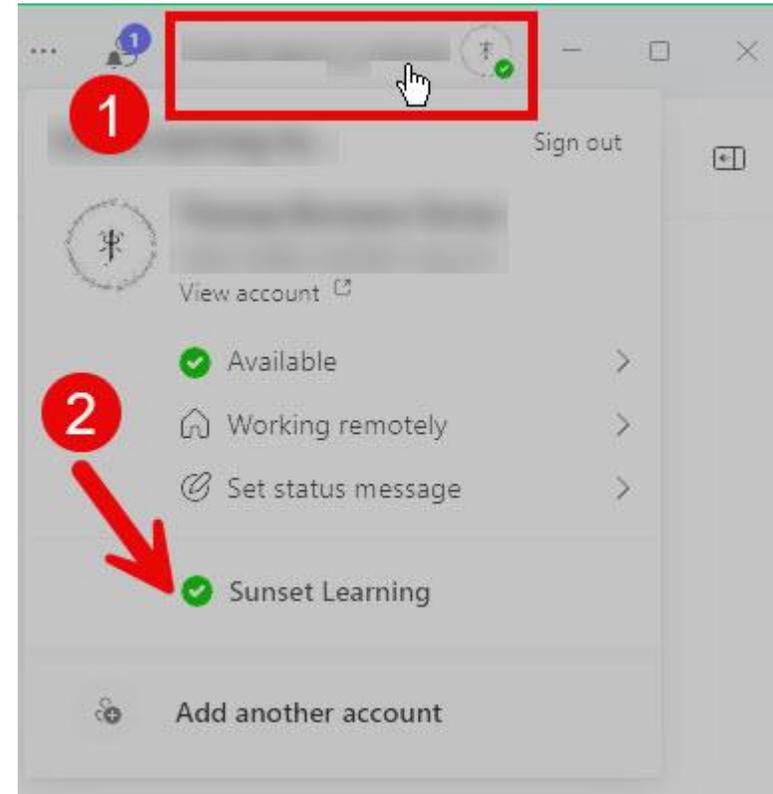


Cancel Join now



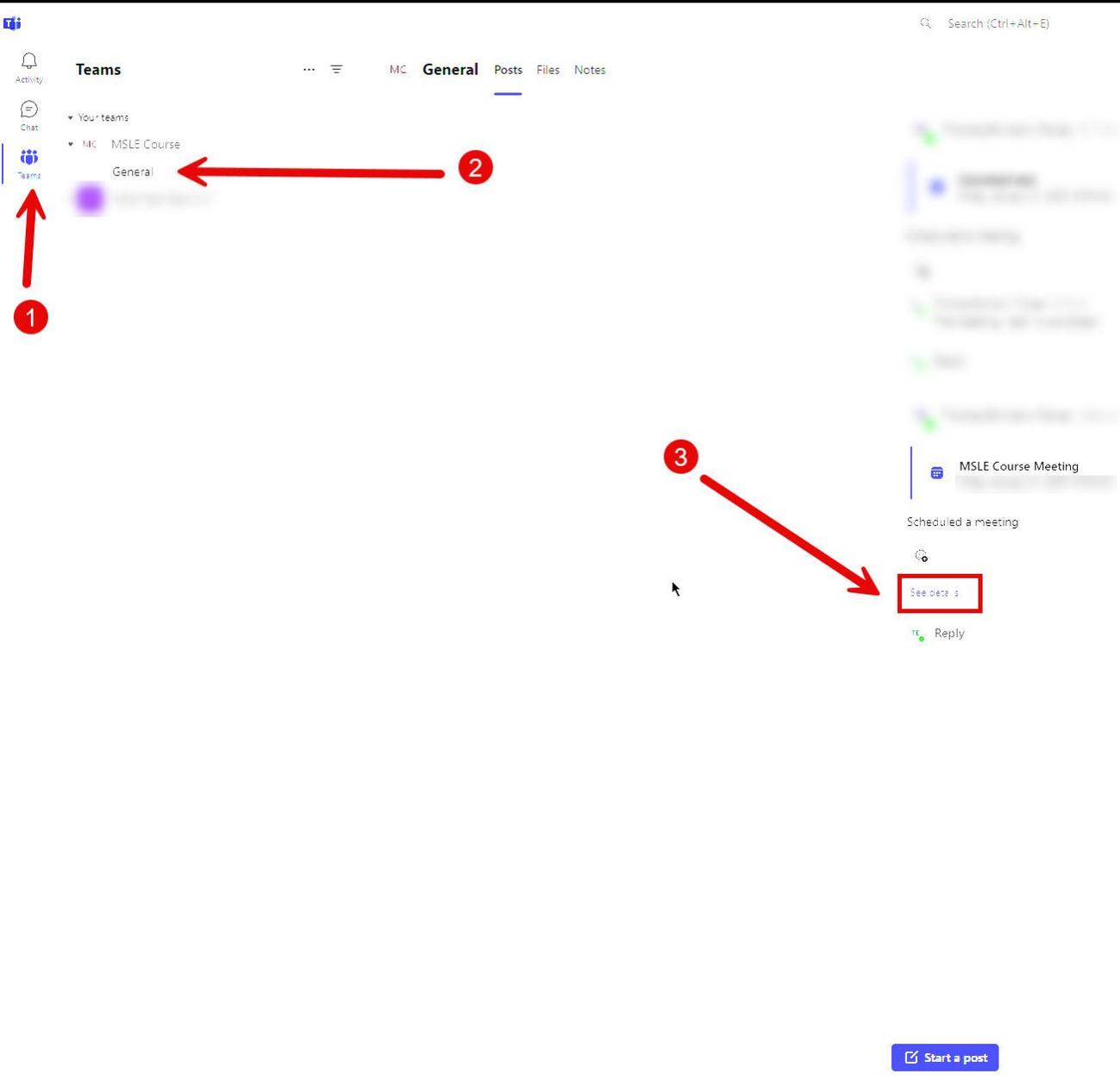
How to Switch Between Orgs

You can switch back and forth between orgs by clicking on the org name in the top-right corner of your Teams window and choosing the org you want from the list in the drop-down menu.



How to Access Class Recordings

- Your MSLE class meetings are automatically recorded.
- Class recordings are automatically posted in the “General” channel for your class’s team.



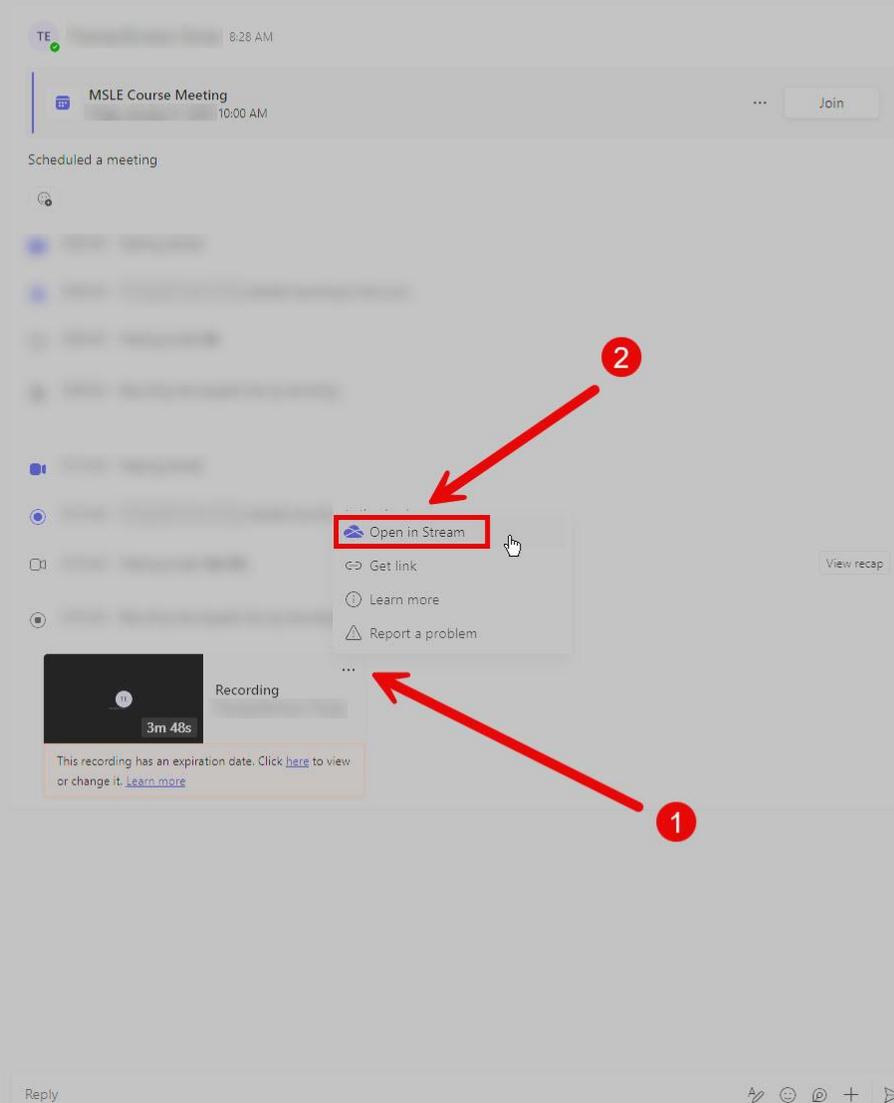
To view a recording, make sure you're in the Sunset Learning org in Teams, click "Teams," and then "General" under the team for your course.

From there, locate the meeting you want to view in the "Posts" tab, and click "see details."

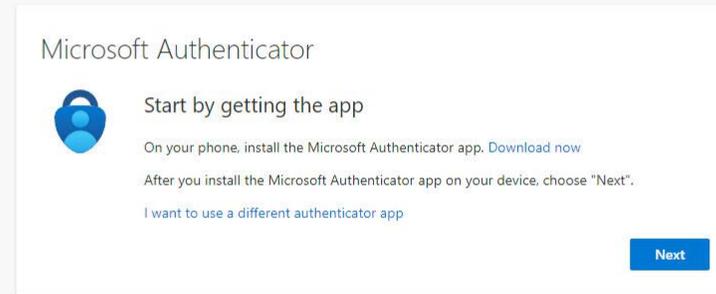
The recording will appear in the details list.

Click the ellipsis button, and choose "Open in Stream" from the context menu.

The recording's sharepoint page will open in your browser.



Keep your account secure



The first time you attempt to access a recording, you may be prompted to set up multi-factor authentication (MFA).

Microsoft enforces MFA as a security measure and this cannot be avoided. The quickest and easiest way to set up MFA is to download the Microsoft Authenticator app on your phone.

Follow the instructions and prompts on this and the proceeding screens to complete MFA setup.

Click here to play the recording



Click here to download the recording

