

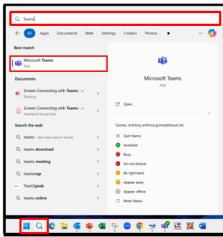


Screen Connecting with Teams



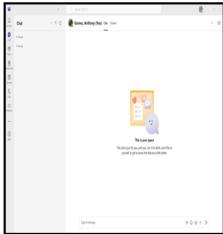
Manager Instructions

First step is Manager must open TEAMS on their managers computer follow instructions below.



Search for **TEAMS** by using the search bar at the bottom of your managers computer.

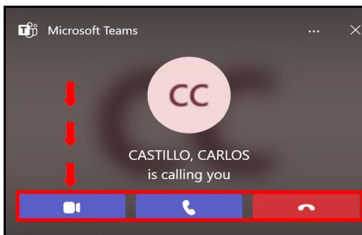
Double Click and Open **TEAMS** using the icon:



Once **TEAMS** is open, manager will wait for a video call from the assisting trainer.

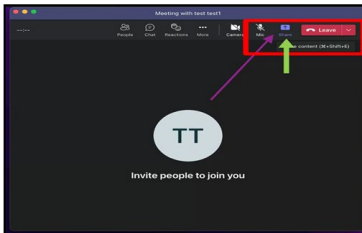
Trainer/Supervisor will video call manager.

When a video call is sent to the manager the screen below will show on managers computer.



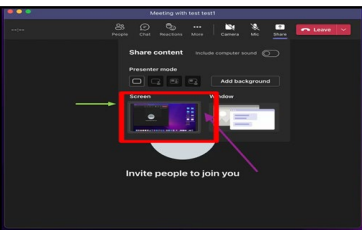
Manager will answer the call on their computer using the video icon.

Note: manager can select phone icon if no camera at site.

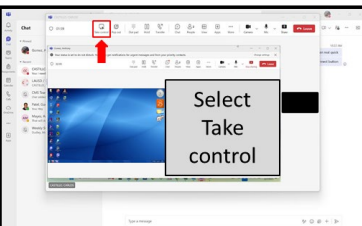


Manager will now select the share button at the top right of screen.

When a video call is sent to the manager the screen below will show on managers computer.



When **Share** is clicked a drop down will show. Manager will share their screen showing their computer screen.

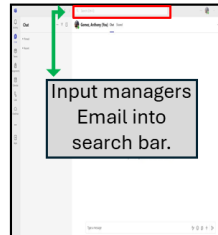


Trainer/supervisor will now see Managers screen that was selected by manager.
Trainer will select **Take Control**.

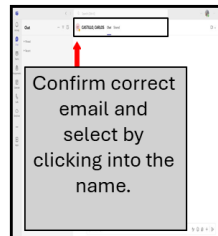
A **Take Control Request** will be sent to the manager, when the manager grants access to take control, the trainer/supervisor will now have remote access.

Trainer/Supervisor Instructions

Trainer/Supervisor must have TEAMS open.

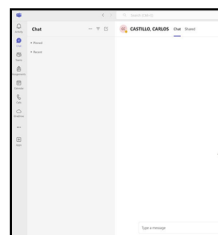


Opening Teams will take you to the home page.
Click into search bar at top of screen and input manager's LAUSD email.

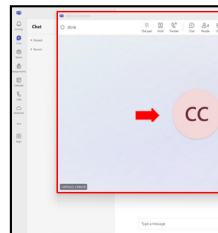


Once correct manager or employees' email is selected. Their name will populate at the top.

Managers name is selected at this point and trainer/supervisor will video call to connect with TEAMS.

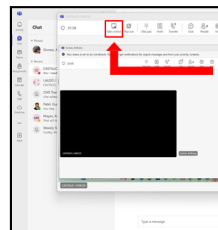


In the right corner of the screen a video icon will show.
Select icon and click video call.

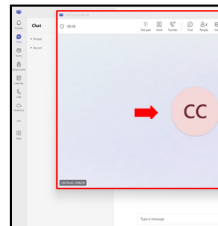


Example of connected call with manager and trainer.

Managers name is selected at this point and trainer/supervisor will video call to connect with TEAMS.



In the right corner of the screen a video icon will show.
Select icon and click video call.



Example of connected call with manager and trainer.

Issues with Microsoft Teams, please submit remedy ticket:
<https://lausdmyit.onbmc.com>