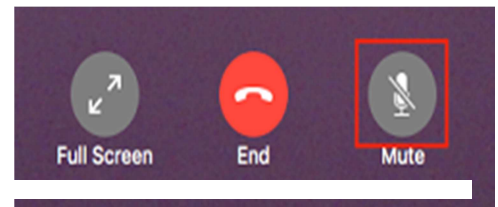# Microsoft Teams Etiquette

Before you Log on for live instruction

Be prepared with all of your materials
Find a quiet place free of distractions
Log onto class **ON TIME**
Make sure your camera is **ON**

During Instruction

Mute your Microphone
Use the raise hand feature if you have a question
Make sure your background is blurred
Pay attention
Show respect to your teachers and classmates

After Instruction

Hang up the call
Be sure to charge your device to use again