

### **Substitutes: Teams 101 and Teams 102 Information**

The Office of Instructional Services has developed two sessions that will provide you with information to get you started using Microsoft Teams. Teams 101 is a pre-requisite for Teams 102.

The following steps must be followed in order to attend the training.

1. Join the Substitute Microsoft Training Team
  - Watch the video: [Joining a Team Using a Join Code and Accessing a Scheduled Meeting.](#)
  - The join code: jp9695t
2. Log into truenorthlogic and register for a session. The session dates, times, topics, and session numbers are listed in the chart below.
  - Contact the IT help desk if you cannot access your truenorthlogic account (803-231-7436) to have your password re-set.
3. Create yourself a calendar appointment reminding you of your training. Include the date, session, and time. You **will not** receive a calendar invitation for any session scheduled in the Team.
4. Become familiar with the Team and the channels **several days** before your first session.
5. Join the meeting/training for the session(s) you registered for in truenorthlogic 5-10 minutes prior to the session beginning,
  - Watch the video [Joining a Team Using a Join Code and Accessing a Scheduled Meeting.](#) For how to join a meeting. **YOU WILL NOT GET A CALENDAR INVITATION FROM TEAMS FOR THE MEETINGS.**

**Substitutes truethologic Registration Information**

Course #22876

<b>Date</b>	<b>Topic</b>	<b>Time</b>	<b>Session #</b>
August 12, 2020	Teams 101	9:00 am – 10:00 am	27083
August 12, 2020	Teams 101	11:00 am – 12:00 pm	27084
August 12, 2020	Teams 101	1:00 pm – 2:00 pm	27085
August 13, 2020	Teams 102	9:00 am – 10:00 am	27086
August 13, 2020	Teams 102	1:00 pm – 2:00 pm	27087
August 13, 2020	Teams 102	9:00 am – 10:00 am	27088

Please contact Jabar Hankins ([jabar.hankins@richlandone.org](mailto:jabar.hankins@richlandone.org)) or Jermaine Motley ([william.motley@richlandone.org](mailto:william.motley@richlandone.org)) for questions regarding these trainings.