


CHRISTIAN LIFE ACADEMY TEAMS ONLINE INSTRUCTION HOW TO ACCESS ONLINE INSTRUCTION.

Welcome to CLA Online instruction. For the best online experience we can provide, these instructions need followed by the user (student/Parent of young ones). If a child is sick, we do not expect their online attendance. This online instruction is intended for students who feel well enough to participate but must stay home for various reasons. Please do not wait until this happens. Please get set up at home as soon as you can following the instructions below.

1. You need a computer with:
 - a) Internet access
 - b) Camera
 - c) Microphone

2. On a Web Browser, go to www.office.com. Sign-in in using the information from school. (if you do not have this information, please contact us via form below.
 - a) Username should begin with s_.....@christianlifeacademy.org
 - b) Password is Provided by the school and should not be changed.

3. Save your login in a trusted place in a book or on the computer as you see fit.

4. After you have successfully logged in, find the Teams icon in the list of apps. 
5. Please download and install Teams on your computer.
6. If your student wants to login from home, open the downloaded app.
 - a. Find the calendar on the left side
 - b. Look for the class to join
 - c. Click on Join in the created appointment time in the calendar and they should be automatically joined. The Teacher (organizer) needs to have created this class in order for the student to join.

7. Please let the school know if your child will be absent or if they will be online that day as soon as you can.

No one outside of our organization (Christian Life Academy) should have access to our classes, calendar, or student email, and students should not have access via their email to anyone outside of the organization. Teachers and staff and student group accounts (i.e Robotics) have full email access. If you find a breach of this policy or have questions, please call the school.