



Important Information for Online Classes

Dear Students,

As we prepare to start our online classes, we want to ensure you have all the information you need to succeed. Please check out the following links for essential guidance on using Microsoft Teams:

1. **Installing Teams on Your Device at Home:** Learn how to download and set up Microsoft Teams on your device. [Click here for instructions.](#)
2. **Introducing Your New Virtual Classroom:** Get familiar with the layout and features of your virtual classroom. [Explore your classroom.](#)
3. **Attending Live Lessons in Microsoft Teams Meetings:** Find out how to join your live lessons and participate effectively. [Join your lessons.](#)
4. **Completing Assignments (Homework/Remote Learning Tasks) in Teams:** Understand how to submit your assignments and keep track of your tasks. [Learn about assignments.](#)

If you have any questions or need assistance, please don't hesitate to reach out to us. We're here to help!

Best regards,

UCA Administration