Parent and Carer

**How to join a Microsoft Teams meeting**

There are many email providers and methods that exist for people to receive email, there are so many that we would be unable to write a guide to cover every single provider and method. This document can guide you with the general principals, but your provider or method may look different to the one detailed below.

These steps are best followed using a laptop or computer. They will work on a mobile device, but the Teams app will need to be downloaded from your app store to join as a guest

Please make sure the school has up to date contact information for you

A member of the class team will create a meeting which will invite you and you will receive an email invitation. Most systems will offer you the ability to respond to the invitation indicating your attendance (Please do not forward or share the invitation)

This example is from Google Mail
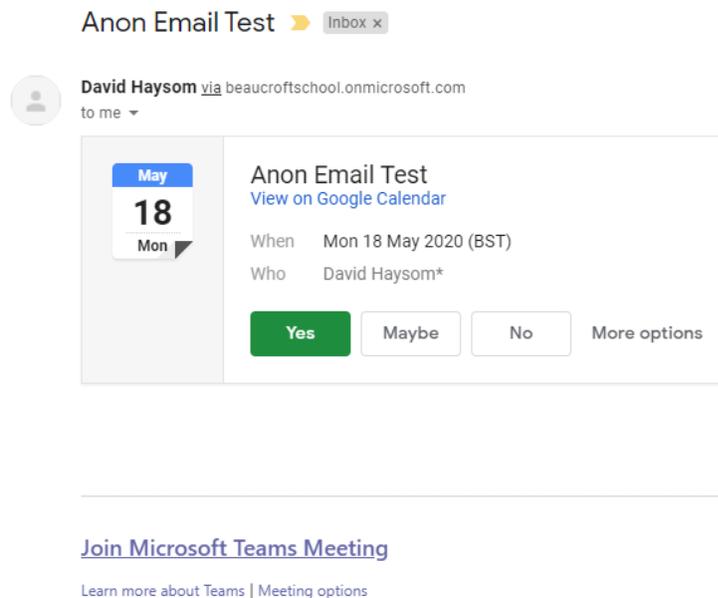
This example is from Outlook
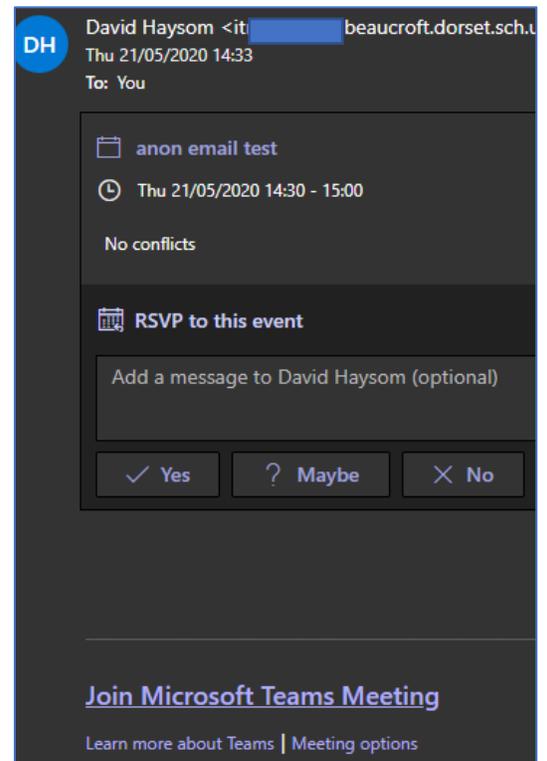
You will notice the "Join Microsoft Teams Meeting" on both examples and that you can indicate your acceptance by pressing Yes, Maybe or No

On the day of the meeting and near the time of the meeting, you should click the link in the invitation email that says, "Join Microsoft Teams Meeting". It will be good to do this ahead of time in case there are any technical hiccups

Once the link is clicked the following screen will be shown and you need to click "Join on the web instead"

Experience the best of Teams meetings with the desktop app

Download the Windows app   Join on the web instead

Already have the Teams app? **Launch it now**
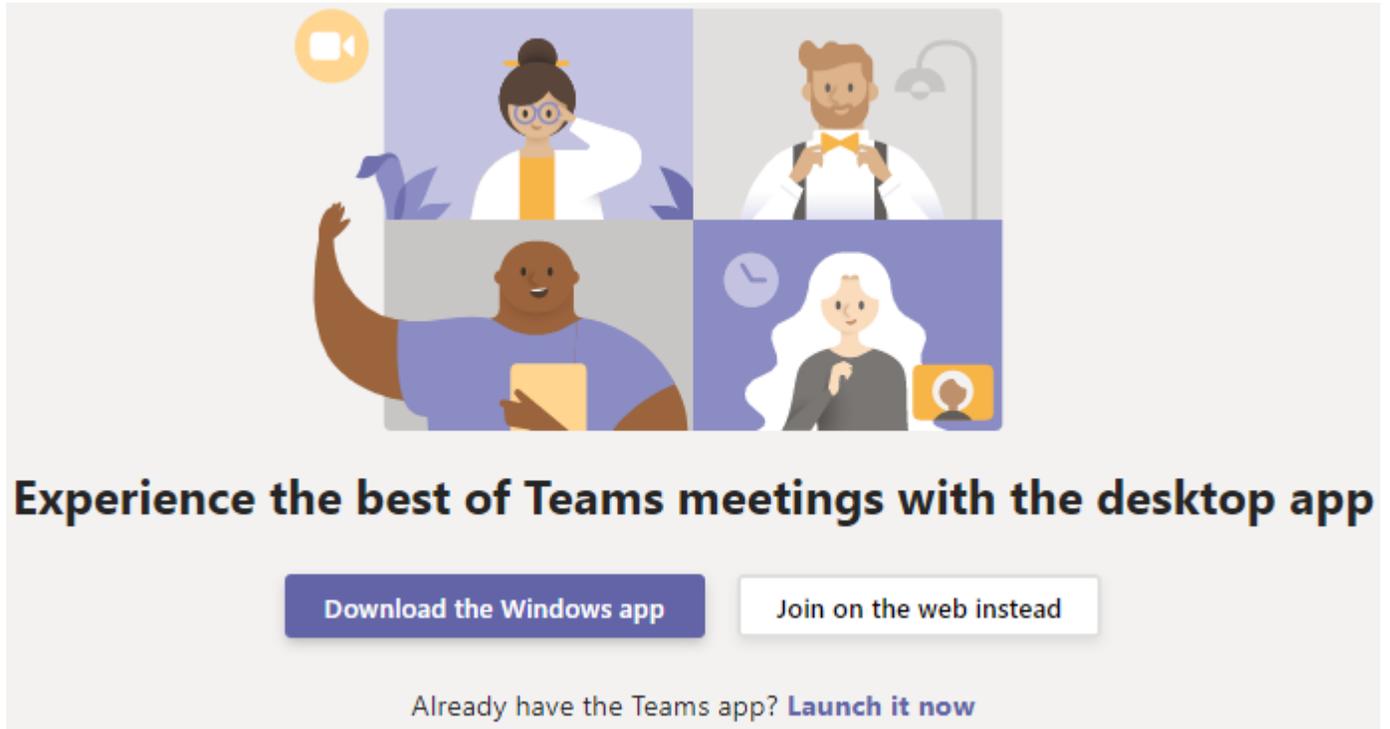
When you press "Join on the web instead you will be asked for permission to use the webcam and microphone by your internet browser

teams.microsoft.com wants to   ✕

🎤 Use your microphone

📷 Use your camera

Allow   Block

Select <u>Allow</u> to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

21/05/2020 15:42
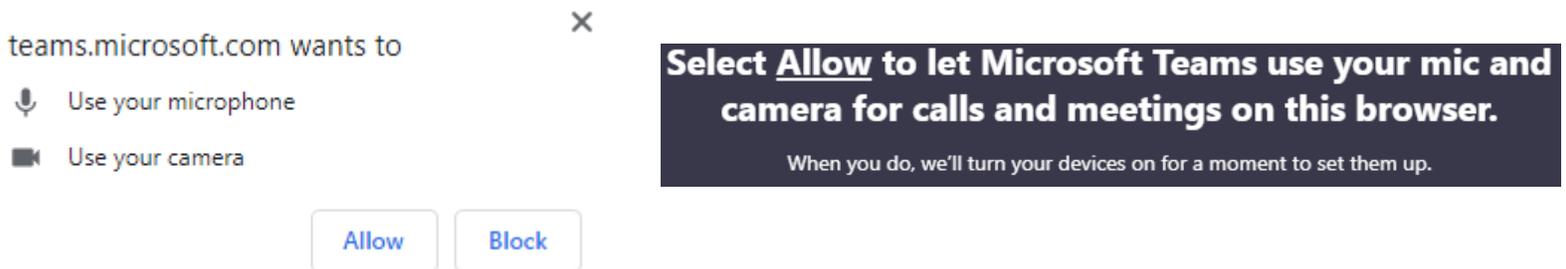
You will be asked for your name please use your full name and then press "Join now"
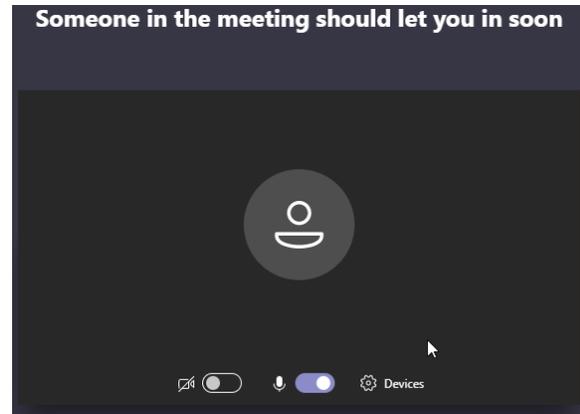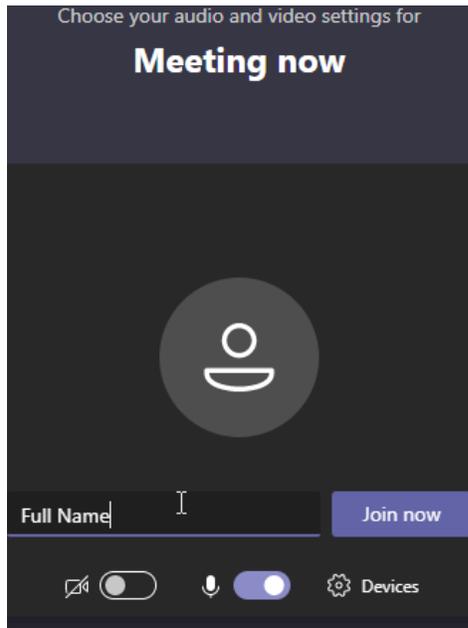
You will be admitted to the virtual lobby for the meeting and a member of staff will admit you into the meeting.

When you are admitted, the following screen will be shown, on the screen you will see the video and hear the voices of others in the meeting

The icons from left to right are:

Call time

Turn on or off webcam

Turn on or off microphone

Share

Other Options

Raise hand

Chat

Participants

Hang Up