

Accessing Teams Meetings Visual Guide

Dear Parents

We will be holding our virtual parent forum meeting on Friday 20th May at 9.30am.

Step 1:-

If you do not have access to Microsoft TEAMS, please download Microsoft TEAMS app to your phone/iPad/laptop/pc a few days before the meeting.


This is the icon to look out for to download

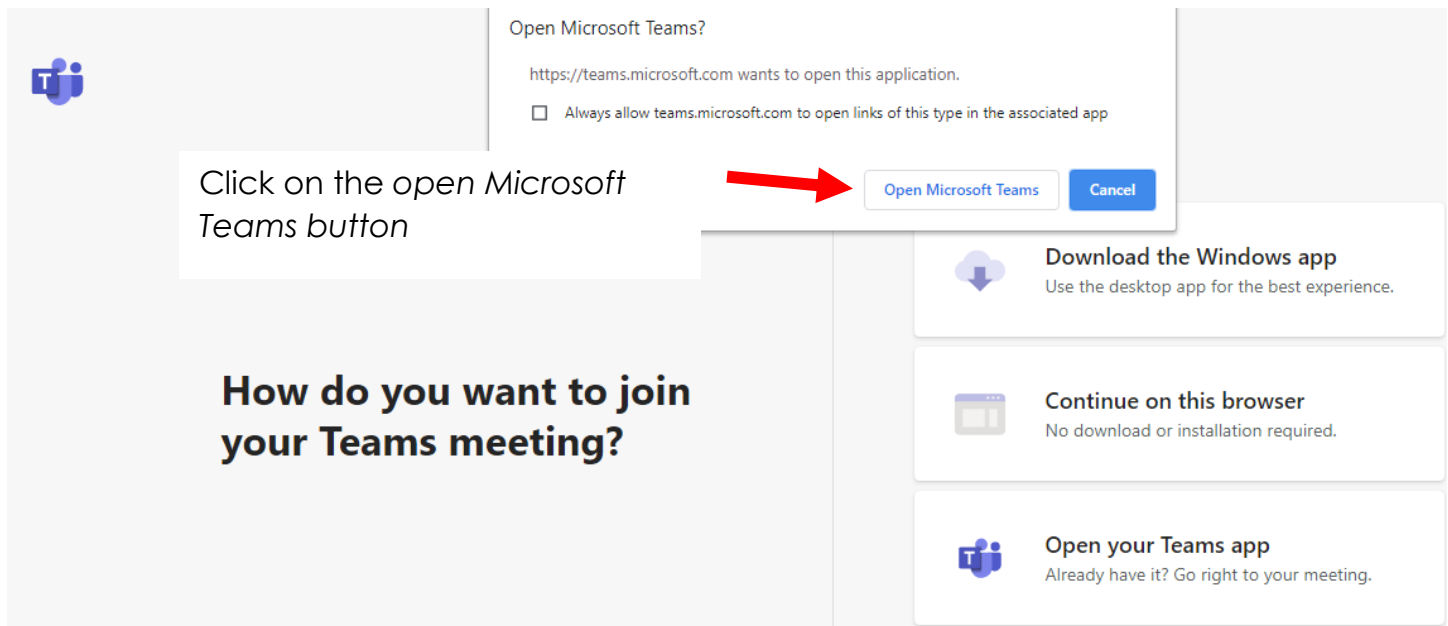


Step 2:-

To access the meeting please [Click here to join the meeting.](#)

You will then see the screen below, click on the open Microsoft Teams button as shown below.




 This is the link for the meeting – click here



Open Microsoft Teams?
https://teams.microsoft.com wants to open this application.
 Always allow teams.microsoft.com to open links of this type in the associated app

Click on the *open Microsoft Teams button*

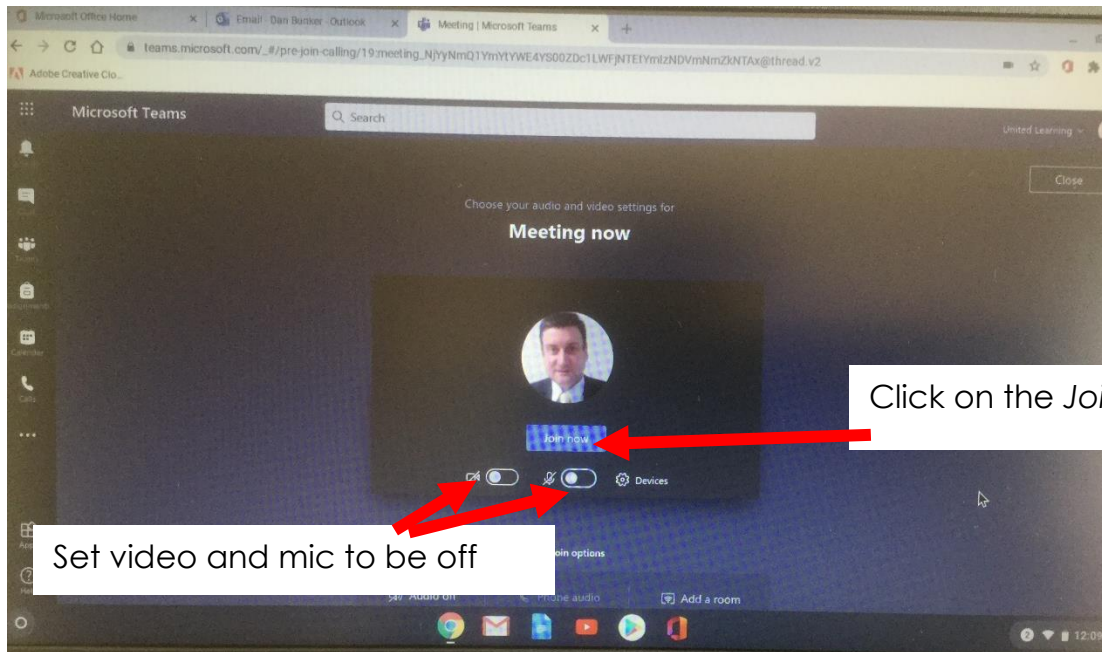
How do you want to join your Teams meeting?

-  **Download the Windows app**
Use the desktop app for the best experience.
-  **Continue on this browser**
No download or installation required.
-  **Open your Teams app**
Already have it? Go right to your meeting.

Open Microsoft Teams Cancel

Step 3:-

Switch off your camera and microphone before joining the meeting



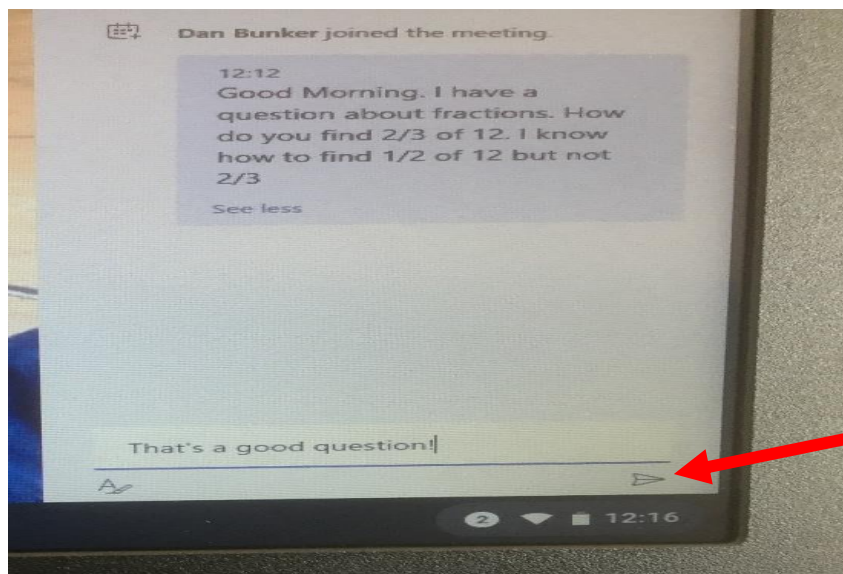
Use the meeting tools appropriately during the call



Click on the Hands up icon to
– request to speak or to ask a
question

Meeting chat – for asking
and answering questions

Chat window



Type in questions and
answers in the chat
window. Click on the
arrow to send your
comments to the meeting.

Remember to be polite and respectful when using the chat function.

Step 4:-



When the meeting has finished please click here to hang up