

# Accessing Teams Meetings Visual Guide

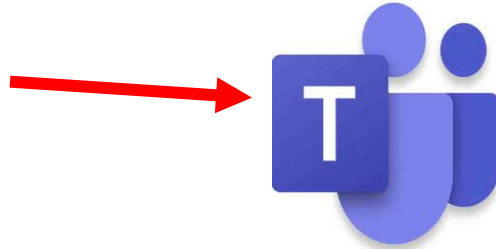
Dear Parents

We will be holding our virtual parent forum meeting on 10<sup>th</sup> December 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

The screenshot shows the Microsoft Teams interface for joining a meeting. On the left, there is a large heading "How do you want to join your Teams meeting?" and a small Teams icon. On the right, there are three options: "Download the Windows app", "Continue on this browser", and "Open your Teams app". A red arrow points from the text "Click on the open Microsoft Teams button" to the "Open Microsoft Teams" button in a dialog box that is overlaid on the screen. The dialog box contains the text "Open Microsoft Teams?", "https://teams.microsoft.com wants to open this application.", and a checkbox for "Always allow teams.microsoft.com to open links of this type in the associated app".

Click on the open Microsoft Teams button

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

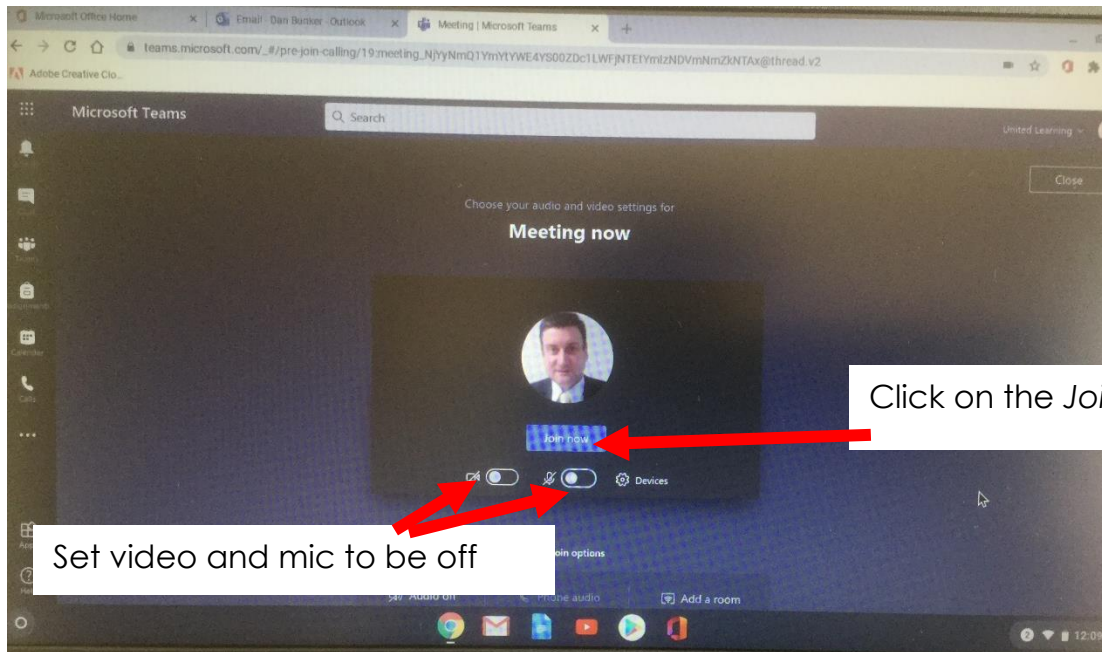
Open Microsoft Teams Cancel

**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.

### Step 3:-

Switch off your camera and microphone before joining the meeting



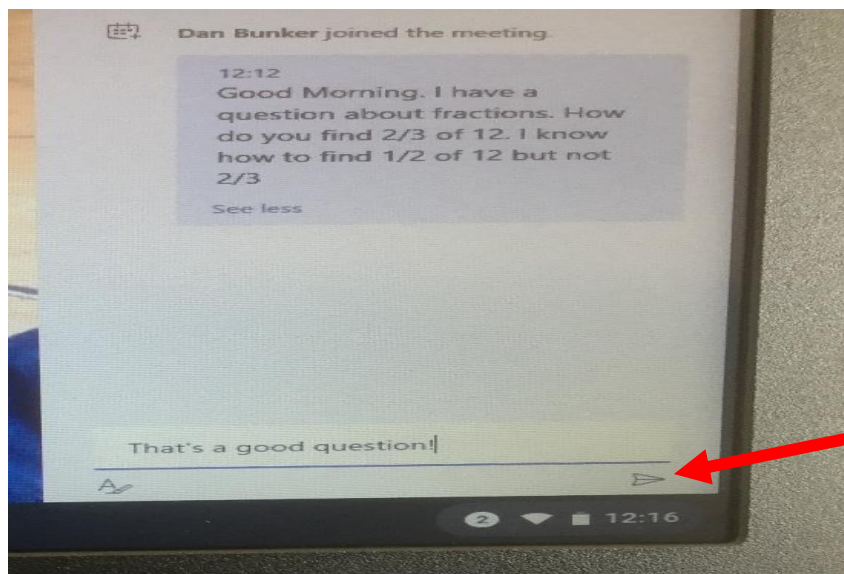
Use the meeting tools appropriately during the call



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