

Accessing Teams Meetings Visual Guide

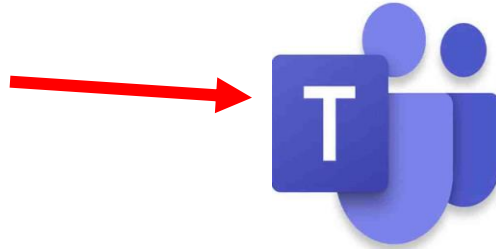
Dear Parents

We will be holding our virtual parent forum meeting on Friday 26th March 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.

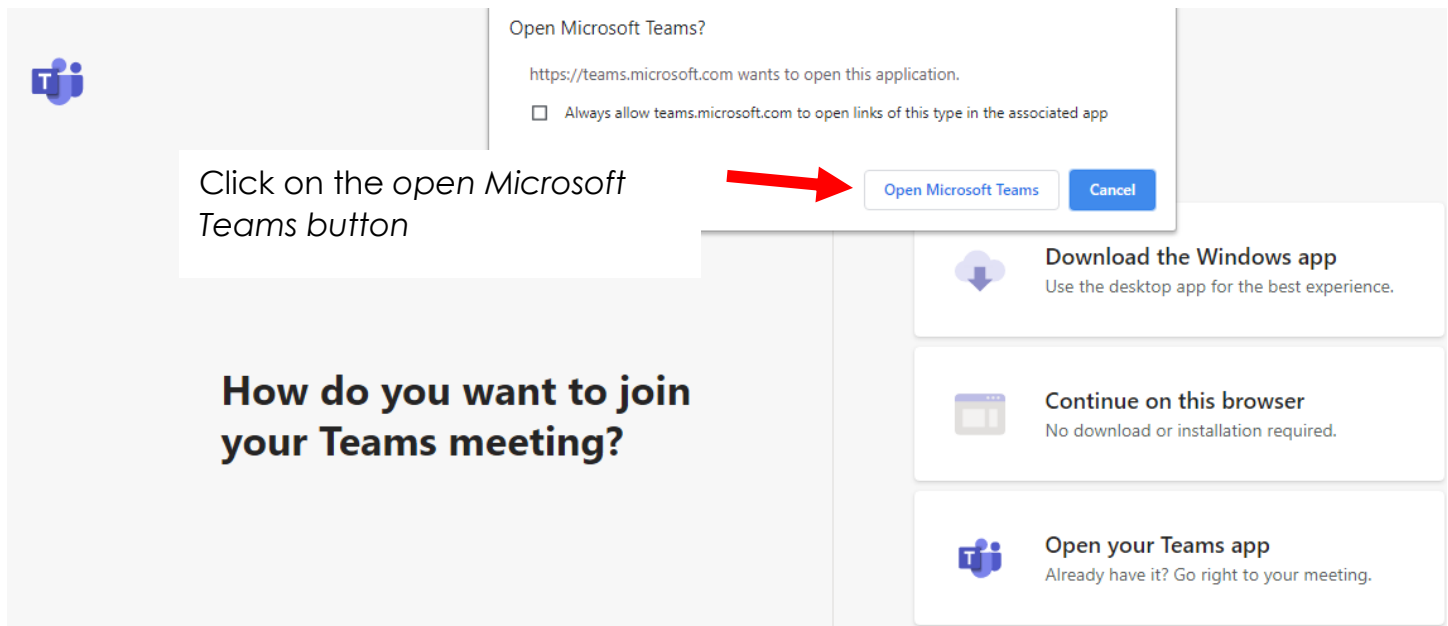
This is the icon to look out for to download



Step 2:-

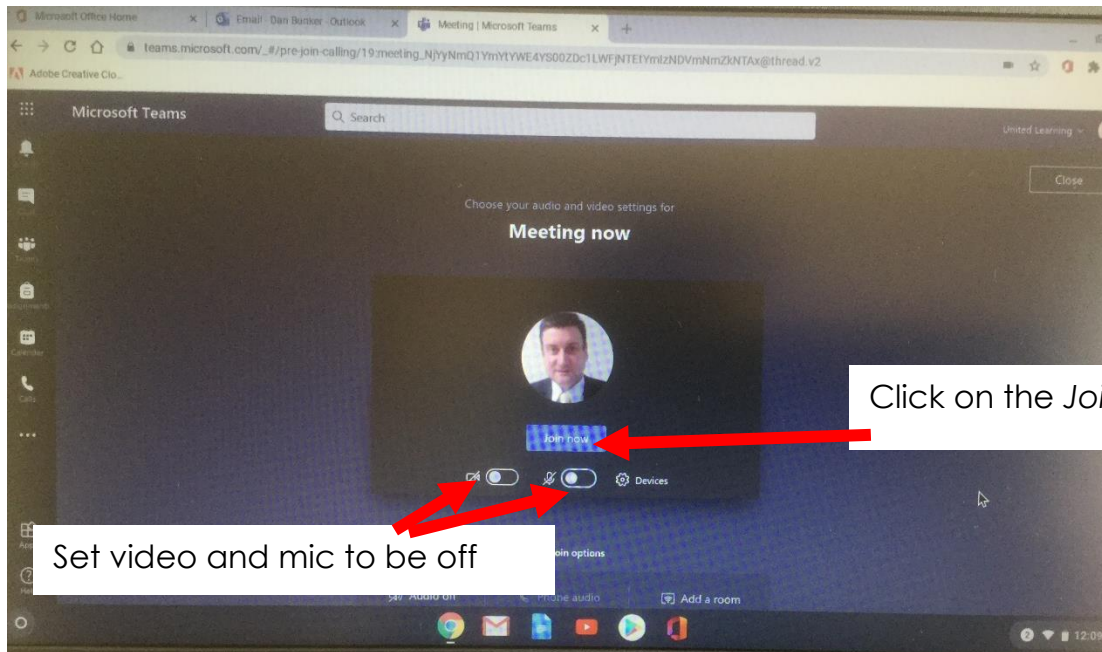
To access the meeting please. [Click here to join the meeting](#). You will then see the screen below, click on the open Microsoft Teams button as shown below.

This is the link for the meeting – click here



Step 3:-

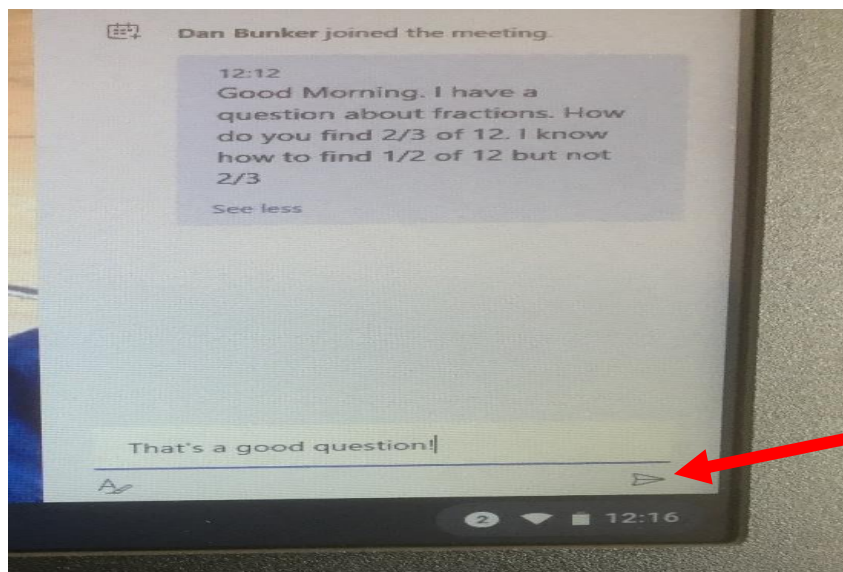
Switch off your camera and microphone before joining the meeting



Use the meeting tools appropriately during the call



Chat window



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

Step 4:-



When the meeting has finished please click here to hang up