

Accessing Teams Meetings Visual Guide

Dear Parents

We will be holding our virtual parent forum meeting on 8th October 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.](#)

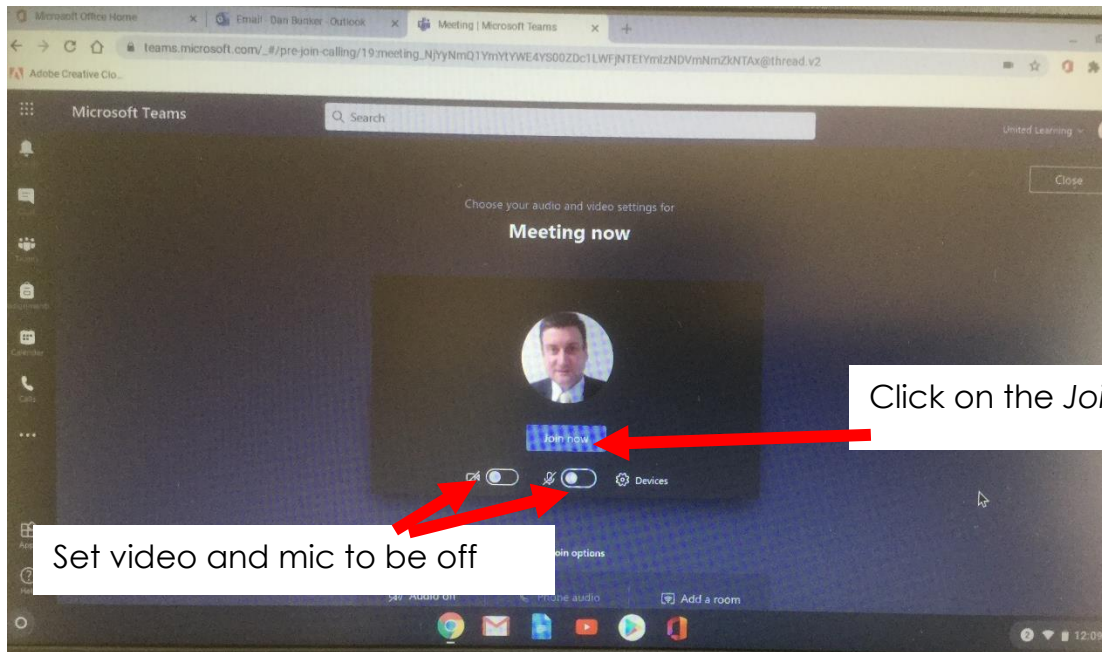
You will then see the screen below, click on the open Microsoft Teams button as shown below.

This is the link for the meeting – click here

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

Step 3:-

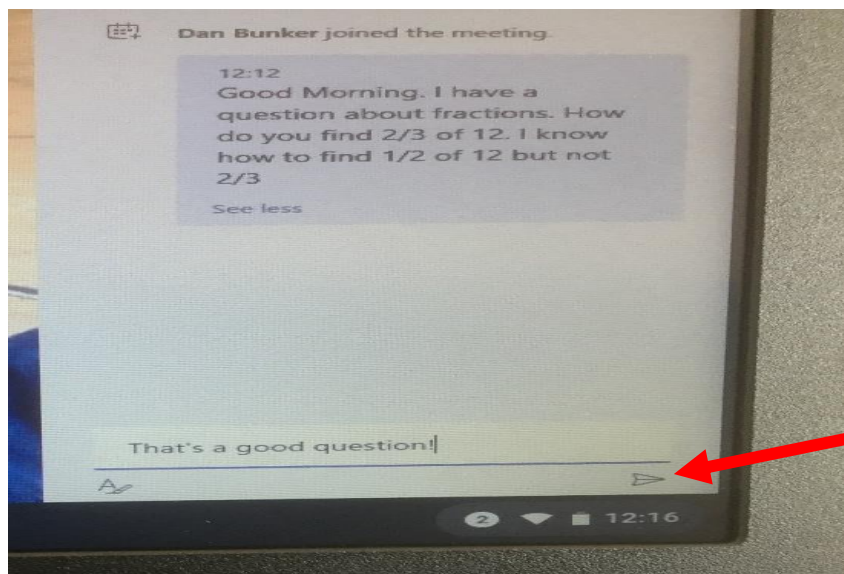
Switch off your camera and microphone before joining the meeting



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