

Accessing Teams Meetings Visual Guide

Dear Parents

We will be holding our virtual Reception Parent Information Session on Friday 17th September 1.30 – 2.15pm

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:-

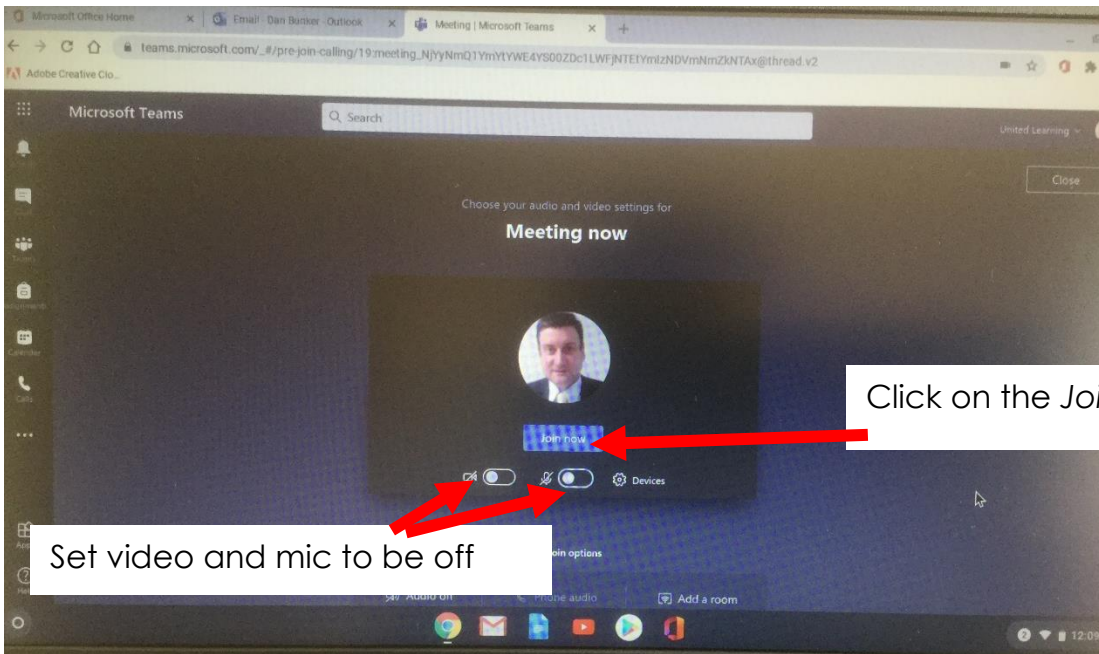
To access the meeting please. [Click here to join the meeting](#). You will then see the screen below, click on the open Microsoft Teams button as shown below.

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 a text box that says "Click on the open Microsoft Teams button". Below this is the heading "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". A red arrow points to the "Open Microsoft Teams" button in a dialog box that appears over the "Open your Teams app" option. The dialog box also contains a "Cancel" button and a checkbox for "Always allow teams.microsoft.com to open links of this type in the associated app".

Step 3:-

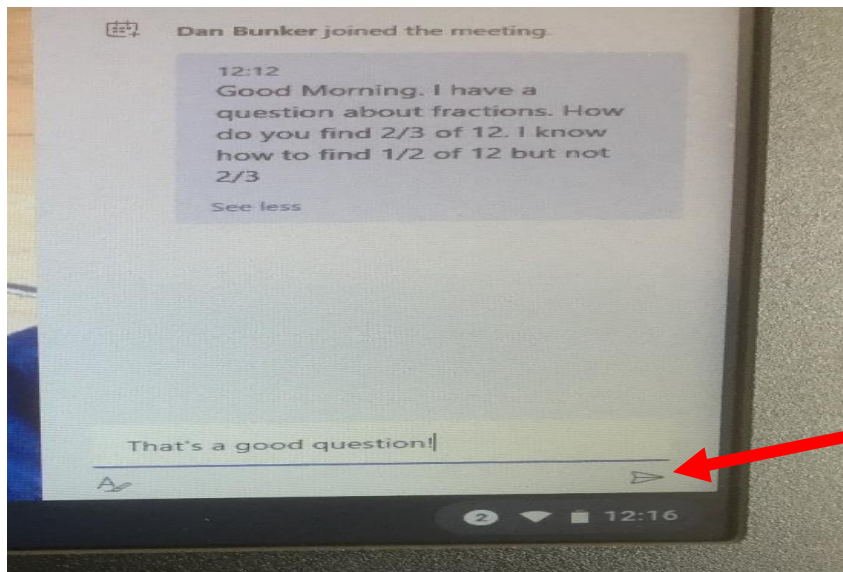
Switch off your camera and microphone before joining the meeting



Use the meeting tools appropriately during the call



Chat window



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