

Joining a Microsoft Teams meeting

Microsoft Teams meetings can be sent to any valid email address, whether on Office 365 or not.

You will receive an email from your child's class account with an invite in.

Once you have received an email, there are only a few steps that need to be taken in order to join the Teams meeting.

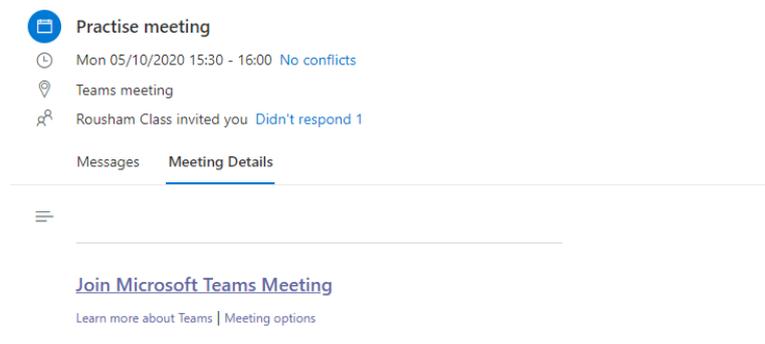
Pre-requisites

1. To be seen, a webcam or camera on the device you are using will be needed
2. To be heard or to hear the class teacher, speakers and a microphone are needed

If you do not have access to the above, please request a phone call with your child's class teacher.

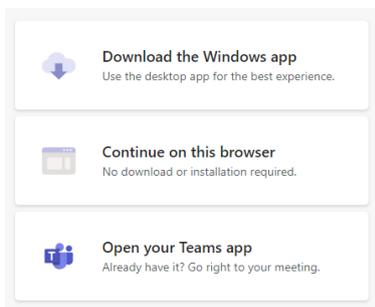
Receiving the invite

When the invite is sent out, you will receive an email in your inbox which will look similar to this below

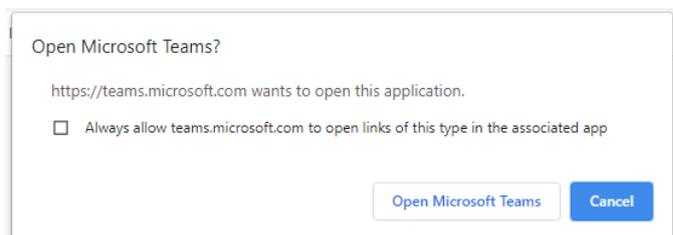


The important part of the message is the purple text that says "Join Microsoft Teams Meeting"

Clicking this link will open a new webpage with the following options:



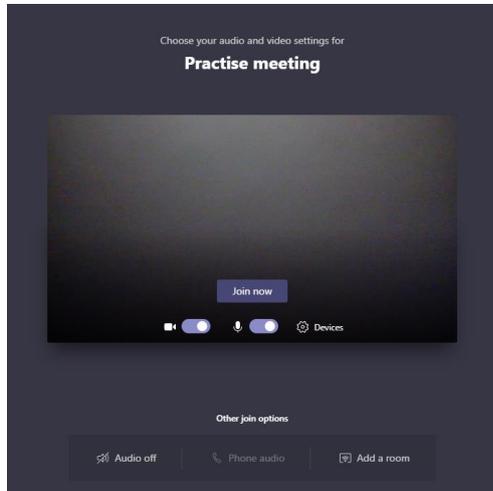
It may also say:



If it does click Open, or Allow may be another option.

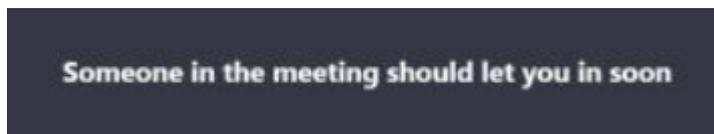
The easiest of the 3 options if you have not used Teams before it to select “Continue on this browser” as this will not require any software to be downloaded or installed.

Clicking on this link will take you to a new page, which looks like the below:



Here you can enter your name and choose whether your webcam and microphone is on or off by sliding the button next to the camera and microphone symbol.

Once those are both done you click the “Join Now”. You may receive a message that says



When the teacher is ready to start the meeting, they will let you in and the meeting will start.

Once the meeting is finished, please end the call by clicking on the red phone icon.

