

## How to get into the Microsoft Teams virtual meeting for parents

Follow these simple steps which will take you to the virtual parent meeting. There are different ways of accessing the meeting. Below, the simplest ways are explained showing different versions of what your screen may look like after clicking on the link on the last page of the letter. Choose the option which matches what you see on your screen.

### Step 1

Year Group	Date	Time	Link to meeting
9	Monday 13 July	6.15-7.15pm	<a href="#">click here</a>
7	Tuesday 14 July	5.00-6.00pm	<a href="#">click here</a>
8	Tuesday 14 July	6.15-7.15pm	<a href="#">click here</a>
10	Wednesday 15 July	6.00-7.00pm	<a href="#">click here</a>

To get into the virtual meeting, first click on the link in your email

### Step 2

This screen might appear on your computer. If so, follow step 2.

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Open Microsoft Teams

Cancel

If Microsoft Teams has already been downloaded on your computer, this box will appear. Click on 'Open Microsoft Teams'.

or

### Step 2

You can access the meeting without downloading Microsoft Teams. Simply click on 'Join on the web instead' and this will take you directly to the meeting.



Experience the best of Teams meetings with the desktop app

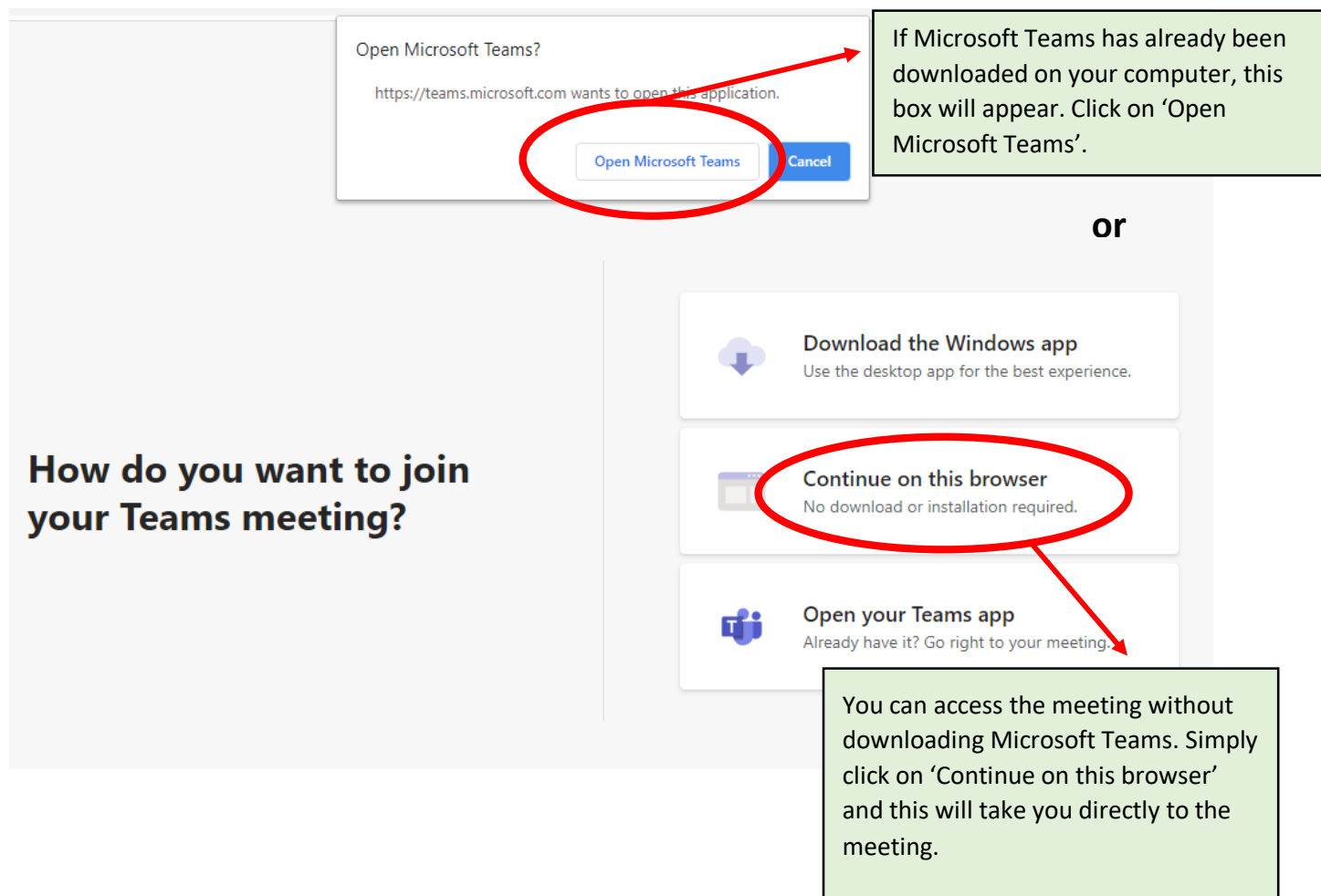
Download the Windows app

Join on the web instead

Already have the Teams app? [Launch it now](#)

You might also see this version of the screen. If so, click as follows:

## Step 2



The screenshot shows the Microsoft Teams joining interface. On the left, the text "How do you want to join your Teams meeting?" is displayed. On the right, there are three options: "Download the Windows app", "Continue on this browser", and "Open your Teams app". A red circle highlights the "Continue on this browser" option, with a red arrow pointing to a callout box. Another red circle highlights the "Open Microsoft Teams" button in a system dialog box at the top, with a red arrow pointing to another callout box.

Open Microsoft Teams?  
https://teams.microsoft.com wants to open this application.

Open Microsoft Teams Cancel

If Microsoft Teams has already been downloaded on your computer, this box will appear. Click on 'Open Microsoft Teams'.

or

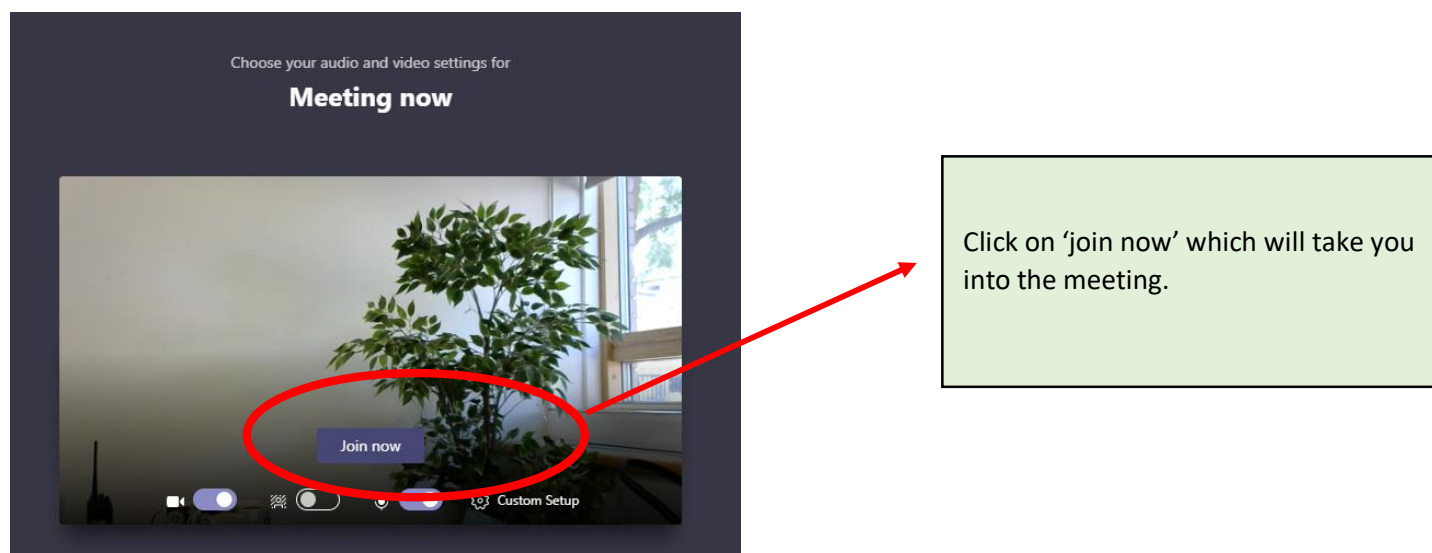
Download the Windows app  
Use the desktop app for the best experience.

Continue on this browser  
No download or installation required.

Open your Teams app  
Already have it? Go right to your meeting.

You can access the meeting without downloading Microsoft Teams. Simply click on 'Continue on this browser' and this will take you directly to the meeting.

Once you have clicked on one of the above options, you will be taken to the meeting joining screen. The following screen will appear:



The screenshot shows the "Meeting now" screen. At the top, it says "Choose your audio and video settings for Meeting now". Below this is a video feed of a room with a large potted plant. A red circle highlights the "Join now" button at the bottom of the video feed, with a red arrow pointing to a callout box.

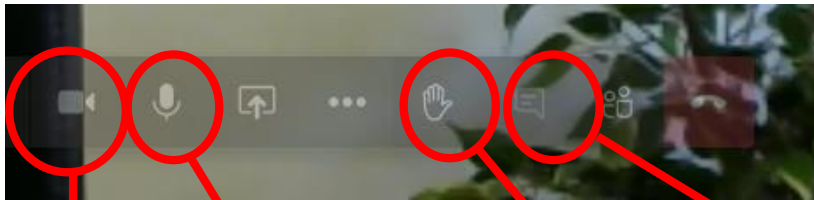
Choose your audio and video settings for  
**Meeting now**

Join now

Custom Setup

Click on 'join now' which will take you into the meeting.

Once in the meeting, if you hover your mouse over the screen, you can use these controls:



Turn the video function of yourself on and off depending on whether or not you want your face or what is happening in the background of where you are sitting to be visible to other people in the meeting.

Click on this icon to turn your microphone on or off. If your microphone is on, others in the meeting will be able to hear what you are saying or what is happening in the background. For large meetings like this one, turning your microphone off improves the sound quality for the meeting.

If you want to say something in the meeting, you can click on this icon to let the person chairing the meeting know that you would like to say something. Remember to turn this off after you have finished speaking.

A chat function is made available in some meetings. If you would like to type something into the chat function, click on this icon and the chat window will appear to the right of your screen. You can then type in your message.