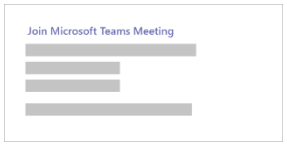
Parents Evening via Microsoft Teams

Parents' Guide

This term we will be holding our parents evening via Microsoft Teams. You will receive an invite via email and you will be able to join either on a laptop or a phone. Please read the guide carefully before the meeting to ensure you are prepared.

Joining via web browser on a desktop or laptop

All you need to join a Teams meeting is a link which will be sent to your email.



Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the **web** or download the desktop app. [Fig. 1]

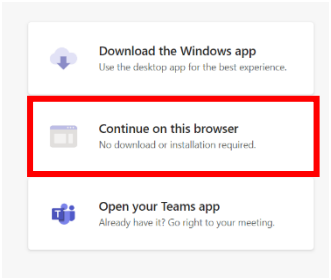


Figure 1 After clicking the meeting link click 'Continue on this browser'

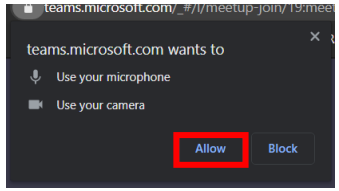


Figure 2 Click allow for access to your microphone and camera.

You will have the option to enter your name to join the meeting as a guest where you will go to the lobby where the teacher in the meeting can admit you. [Fig. 3]

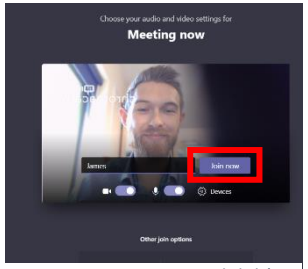


Figure 3 Type your name and click 'Join now'

Joining via mobile device [tablet or phone]

To get the best of Teams meetings on mobile, including audio, video, and content sharing, you will need to **download and install the Teams mobile app.**

Figure 4 Available on iPhone/iPad [iOS] and Android

If you have the app, select **Join Microsoft Teams Meeting** [Fig 5] in the meeting invite to open the app and join the meeting. If you do not have the app, you'll be taken to the app store where you can download it.

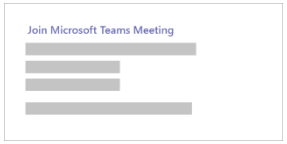


Figure 5 Click the link in your email from your mobile device

Note: Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

If you do not have a Teams account, select **Join as a guest** [Fig 3] and enter your name to join the meeting as a guest. You will join a lobby where someone else can admit you.