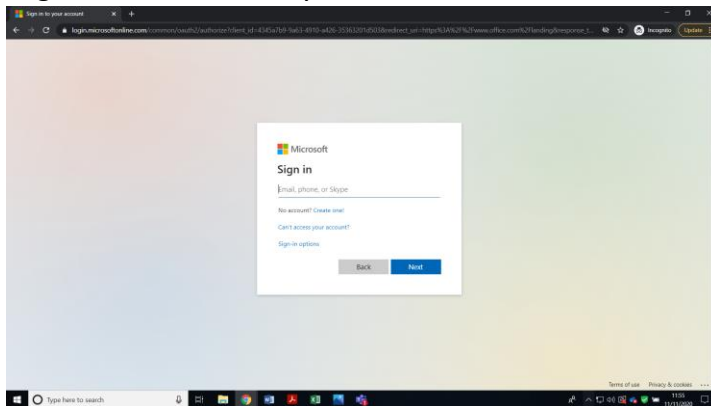
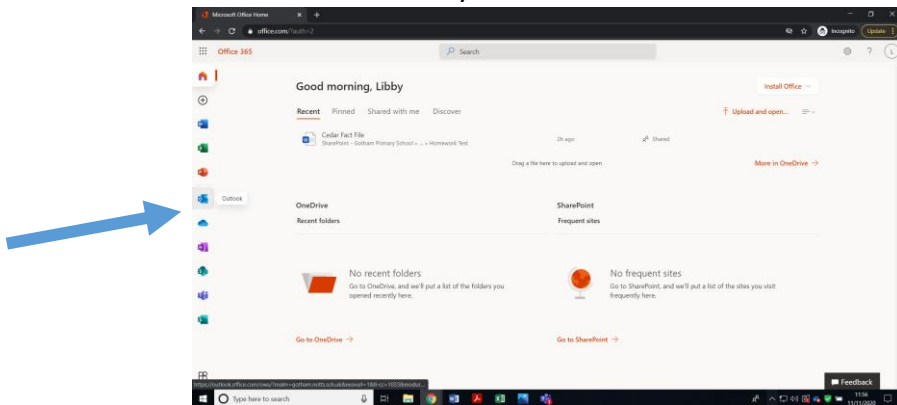


How to access Teams for Parents Evening

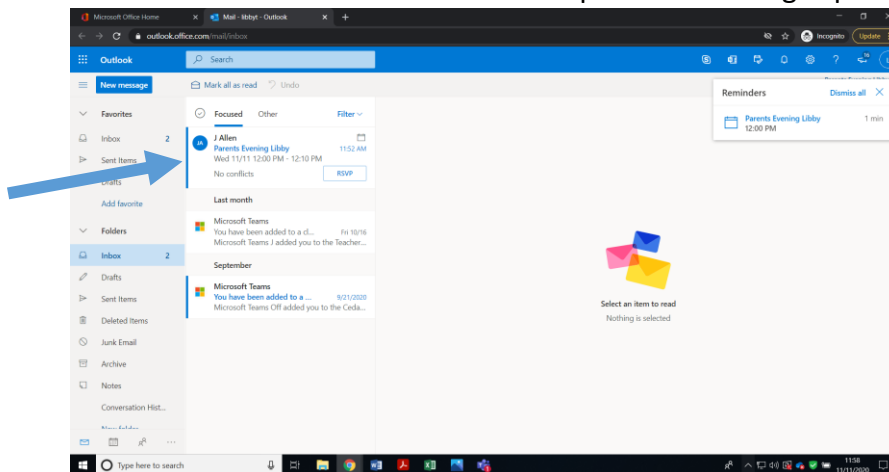
1. In Google search for Office 365 and click the link.
2. Log in to Office 365 as your child



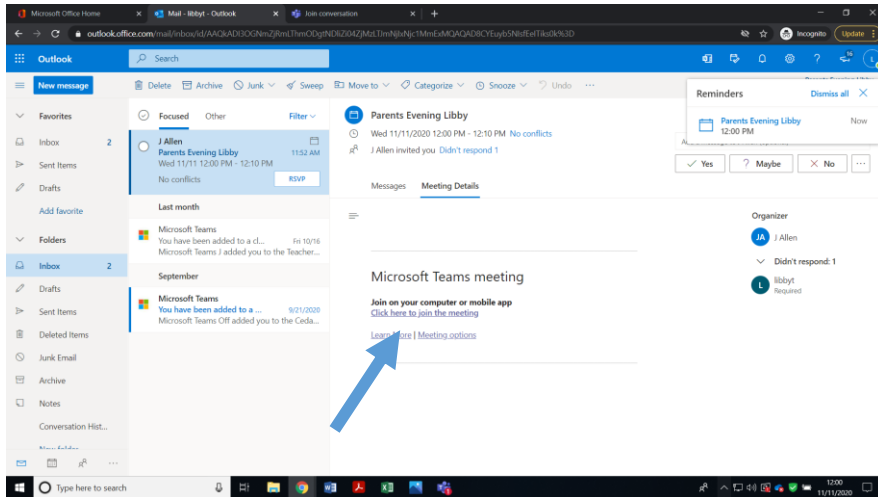
3. Click on Outlook for your child's email account



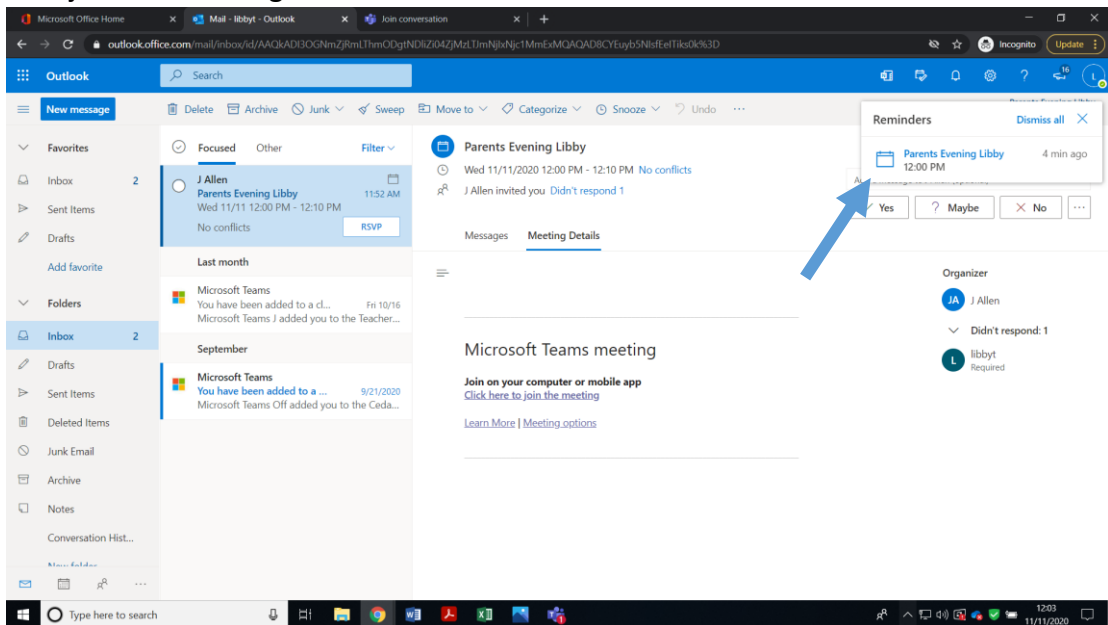
4. There will be an email invitation to the parent's evening. Open this email by clicking.



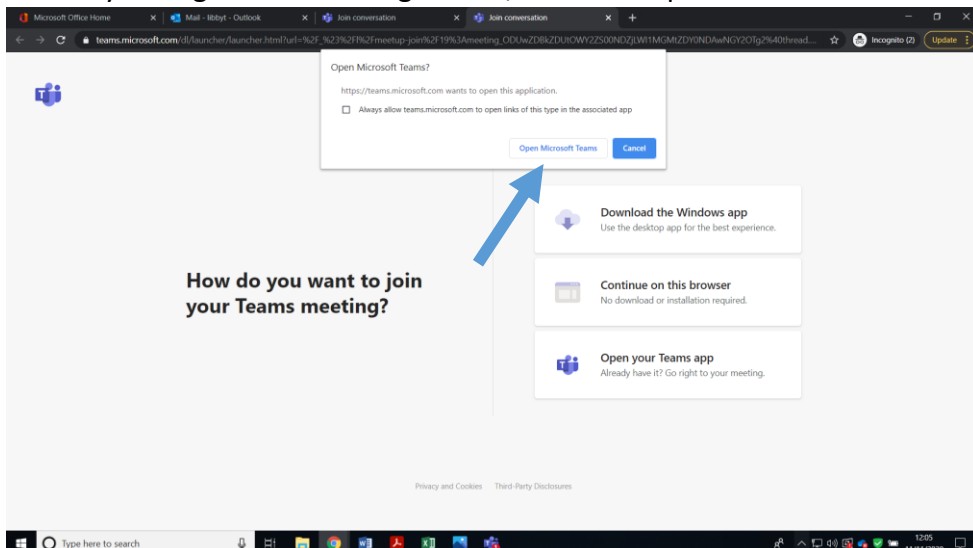
5. Click join the meeting at the correct time.



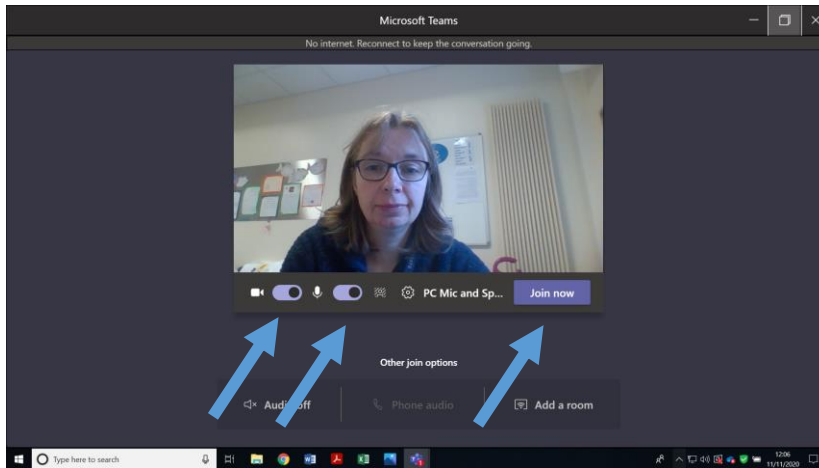
6. If you accept the meeting prior to date and time this email sometimes disappears but there will be a reminder in the email page – you can use this to join too. Click on the reminder, then click join the meeting.



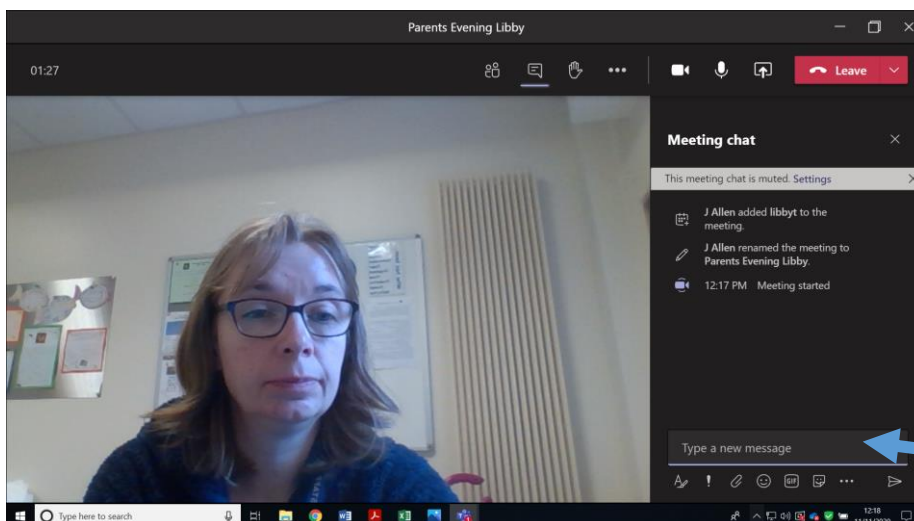
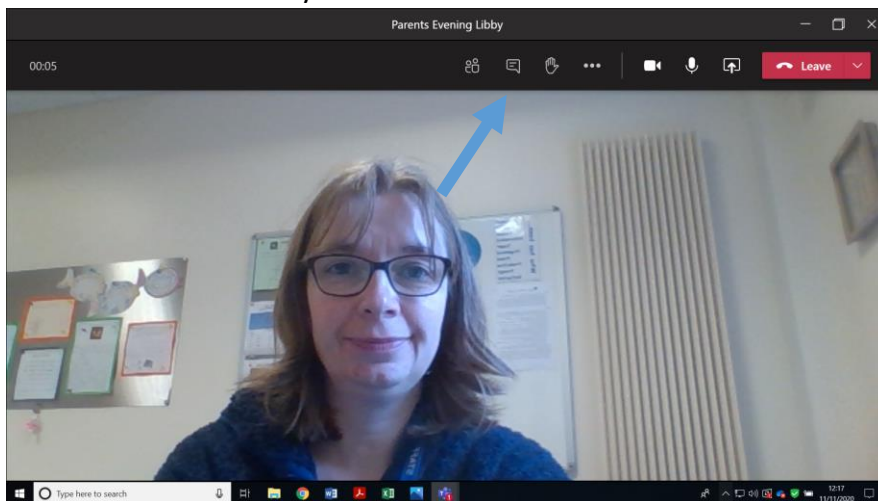
7. You may then get the following screen, if so click Open Microsoft Teams.



8. The next screen won't have my picture on, it should have yours. If you cannot see yourself make sure your camera is on (see the arrow below) and make sure the microphone is also turned on. Then click join now.



9. If things don't work, for example you can't hear or see the teacher, you can type a message. Click on the chat facility – shown below



Type here and click the arrow head to send.

10. If for some reason it all goes wrong, we will try and phone you the next day from school. Do not worry, you will not miss out on your parents meeting. If you are using an Ipad or Iphone to do this, it is very similar but part way through it directs you to download the Teams App. You need to do this.