

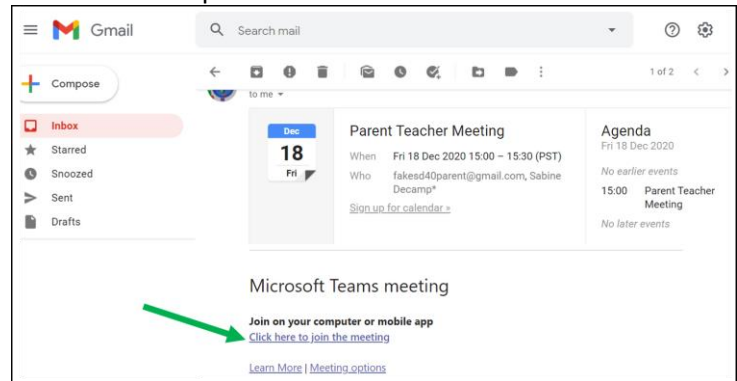
Sometimes your child's teacher or school administrator, might invite you to join a Microsoft Teams meeting, by sending you an invitation by email. This could be for a parent teacher interview for example. Know that you do not need a Microsoft Office 365 or Microsoft Teams account to be able to access these meetings.

1. Open the email your received that contains the date and time of the meeting and a clickable link to join the Microsoft teams meeting.

Keep this email in your inbox, as you will need it to join the meeting.

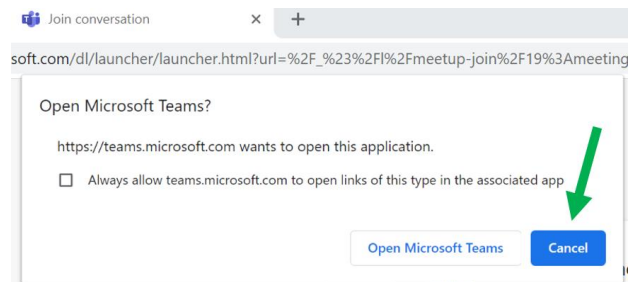
2. **When it is time to join the meeting** click on the link in your email, which could say **Click here to join the meeting**

Here is an example of what it could look like:



3. A new page will open.

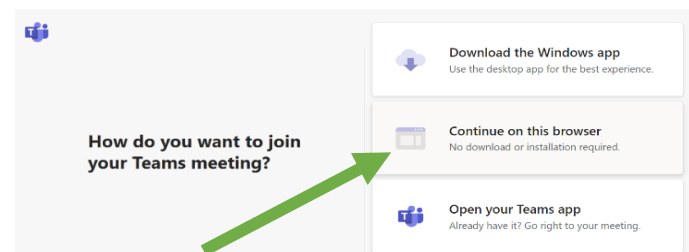
If you see the following window, click on **Cancel**



4. On the webpage asking "How do you want to join your Teams meeting?":

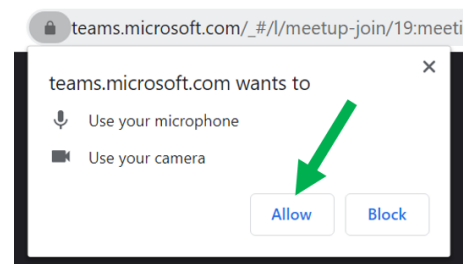
If you are using a computer or Chromebook, **you do not need to download the app**. Click on **Continue on this browser**. The meeting link will open in your browser.

If you are using a tablet, phone or iPads you may need to install the app.



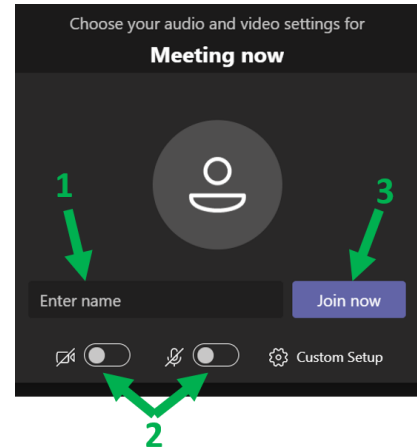
Some computers may automatically open the meeting in MS Teams if you have the app installed on your computer.

5. You may see the following window pop up. Click on Allow



6. You should then see something like this image in your browser.

1. **Enter your name** (it may automatically appear if you have already used it before)
2. Make sure both your camera and microphone are turned off
3. Click on the **Join now** button.



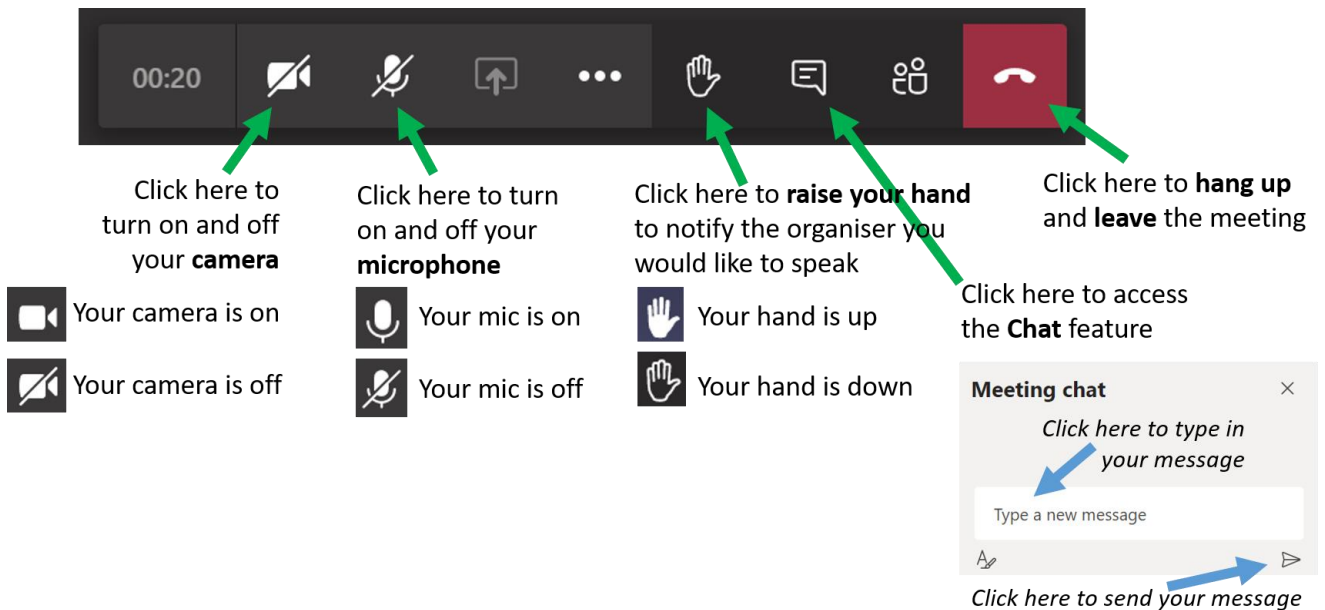
7. If you see this message:

When the meeting starts, we'll let people know you're waiting.

you are early and the meeting organiser hasn't started your meeting. Please **wait here** until the organiser joins the meeting and let you in.

8. **Once you are in your online meeting**, you have access to a few controls. You can:

- Turn on or off your camera
- Mute or unmute your microphone to speak
- Raise your hand to let the meeting organiser know you have a question
- Use the Chat feature
- Leave the meeting



If you are having difficulties joining the meeting, please reach out to the meeting organiser!