

Step by Step Guide to Using Microsoft Teams



1. Download the free Microsoft Teams app either on your computer or on your phone/ipad/android device before the meeting is due to take place (app image shown above)

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

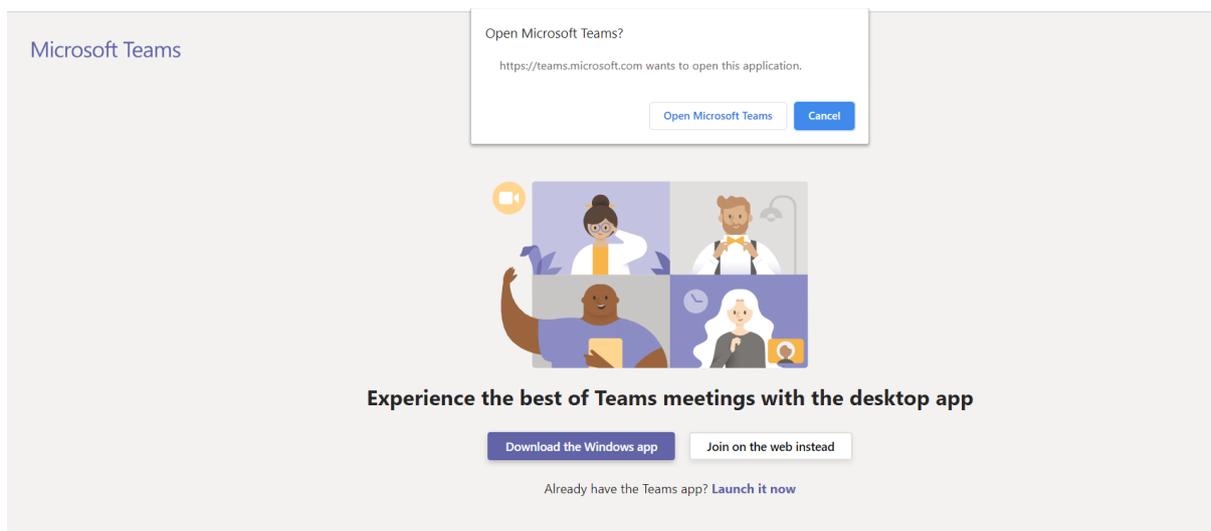
You do not need to purchase an Office 365 subscription. You will be able to join the meeting as a guest.

2. To gain access to the live sessions, please see instructions for each individual device below:

On a mobile device click on the link in the email we have sent to you. The link will open up the app automatically and give you two options: either to sign in with an existing account or to join as a guest.

Click 'join as a guest'. Write your child's name in the box and click 'join meeting'. Once the meeting starts, your child will gain access and will be able to see their class teacher.

On a computer you will not be able to click on the live link. Instead copy and paste the link shown in the email to a new internet browser tab and click enter. The following page will be displayed:

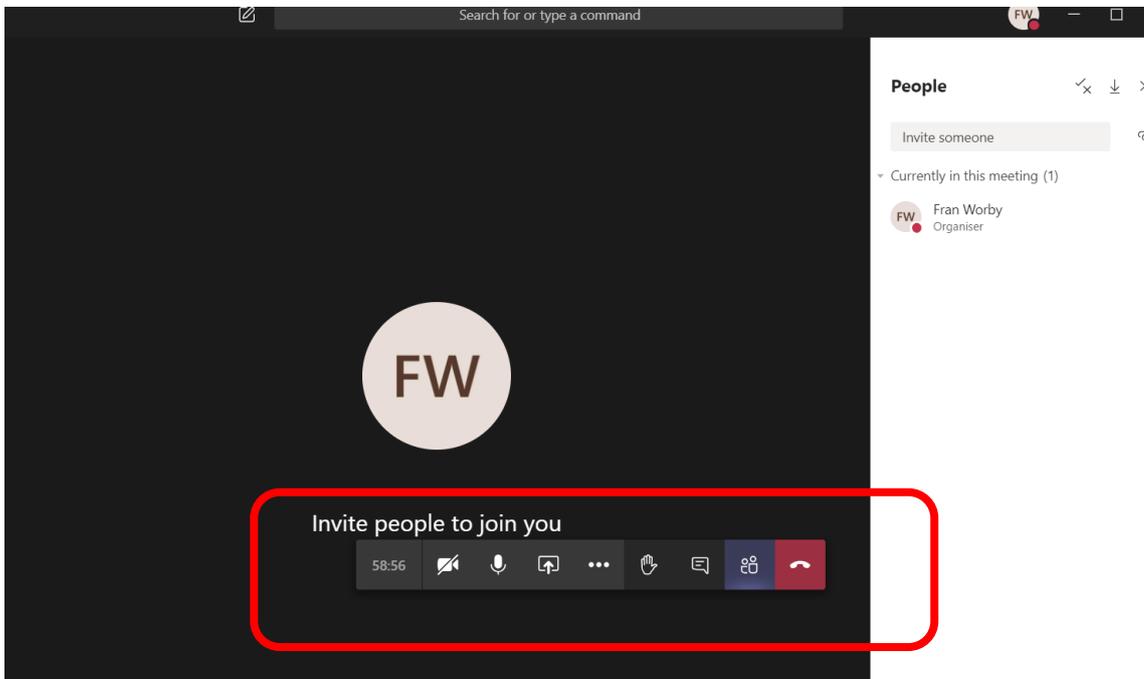


As you have already downloaded the Microsoft Teams app (see step one above), you will need to click on the 'open Microsoft Teams' button shown in the white box (see image above).

A box will appear which asks you to enter your child's name. Once you have done this, you can click 'join now'. Once the meeting starts, your child will gain access and will be able to see their class teacher.

Please note: For computers running earlier operating systems, you will not be able to download the Microsoft Teams app. You will then need to click on the 'join on the web instead' button (see image above).

3. Once the meeting starts please make sure your child has switched on the microphone and camera toggle buttons. These can be found on the taskbar at the bottom of the screen (circled in red in the image below). *As you can see from my image, I have yet to turn on my video camera as it has a line through it. If I click this toggle button, I will enable my camera.*



4. At the end of the live session, click the red phone button to hang up.