

A guide to joining a class Teams meeting

Do I need an account to join the Teams meeting?

No, you do not need an account to join the meeting.

What do I need to join the Teams meeting?

Any mobile device (phone, tablet or iPad) or computer with an internet connection. Preferably with a camera or webcam.

Joining the teams meeting on a mobile device

1

Search for and download the Microsoft Teams app from either the app store (IOS device) or from the app store page on an Android device.

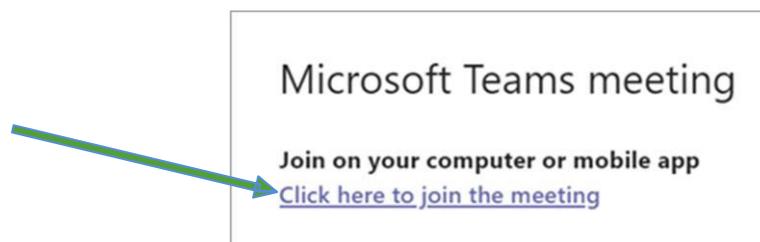


Note: Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

2

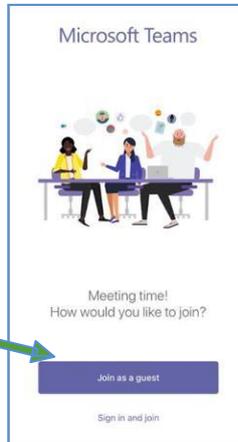
In the email you are sent inviting you to the meeting, click on **Click here to join the meeting.**



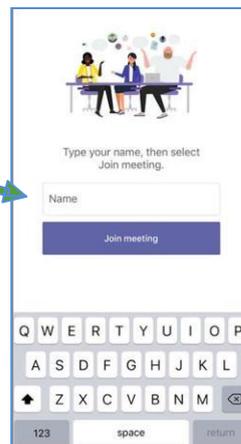
This will open the Microsoft teams

3

Next, you'll be given two options for joining your meeting. Sign in and join. Use the email and password given from nursery for your child



4



You may be admitted to the meeting right away or if the teacher is not quite ready, you may have to wait a moment in the lobby.

Once you're in the meeting, you can turn your video or mic on or off by tapping on the middle of your screen to show the meeting controls. Tap again to hide them.

Joining the teams meeting on a laptop or computer

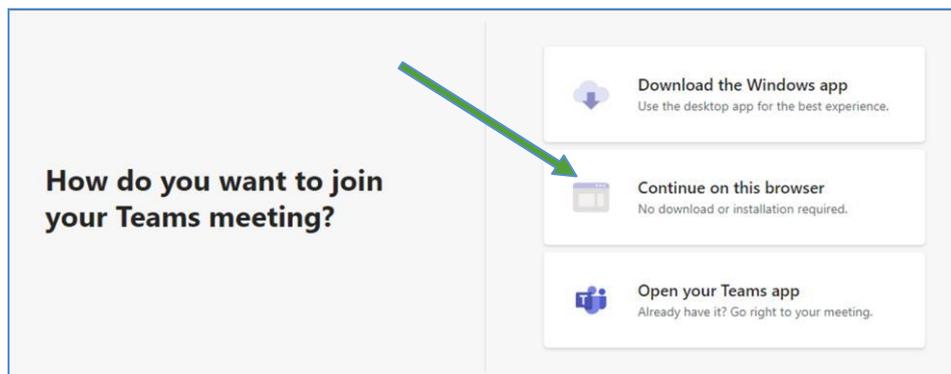
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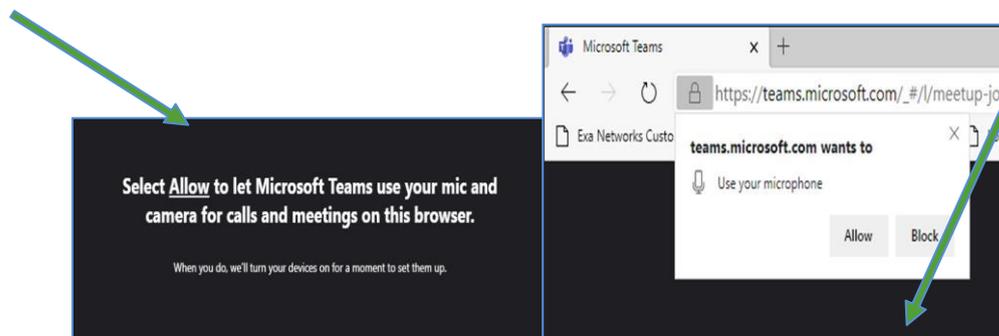
2

A web page will open, where you'll see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.



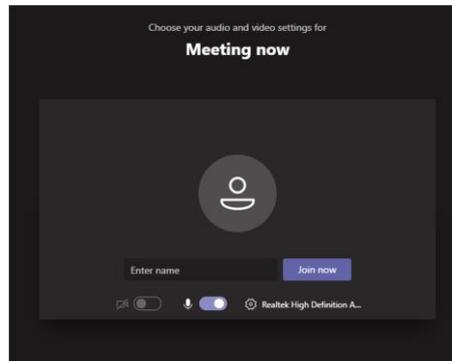
3

If you choose continue on this browser. You will see a message telling you to select **Allow** to let Microsoft teams use your Mic and Camera. Make sure you click allow so that your practitioner can see and hear you.



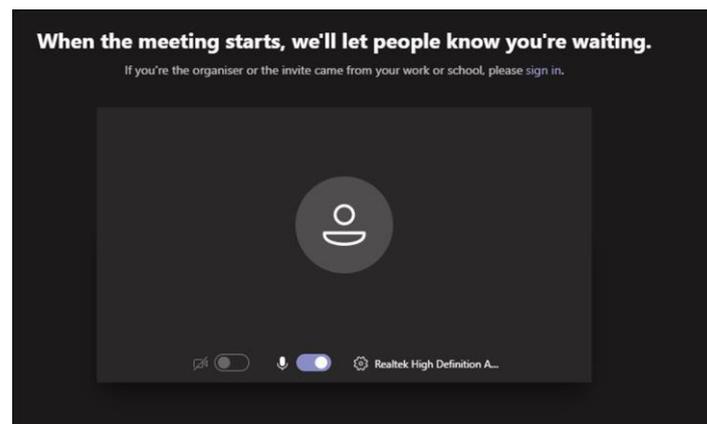
4

You need to enter your child's name (So the practitioner knows to let them into the meeting). Then click Join.



5

You may be admitted to the meeting right away or, if the practitioner is not quite ready,



If you choose to download the Windows app, the process is similar, and you will have to install the program first.