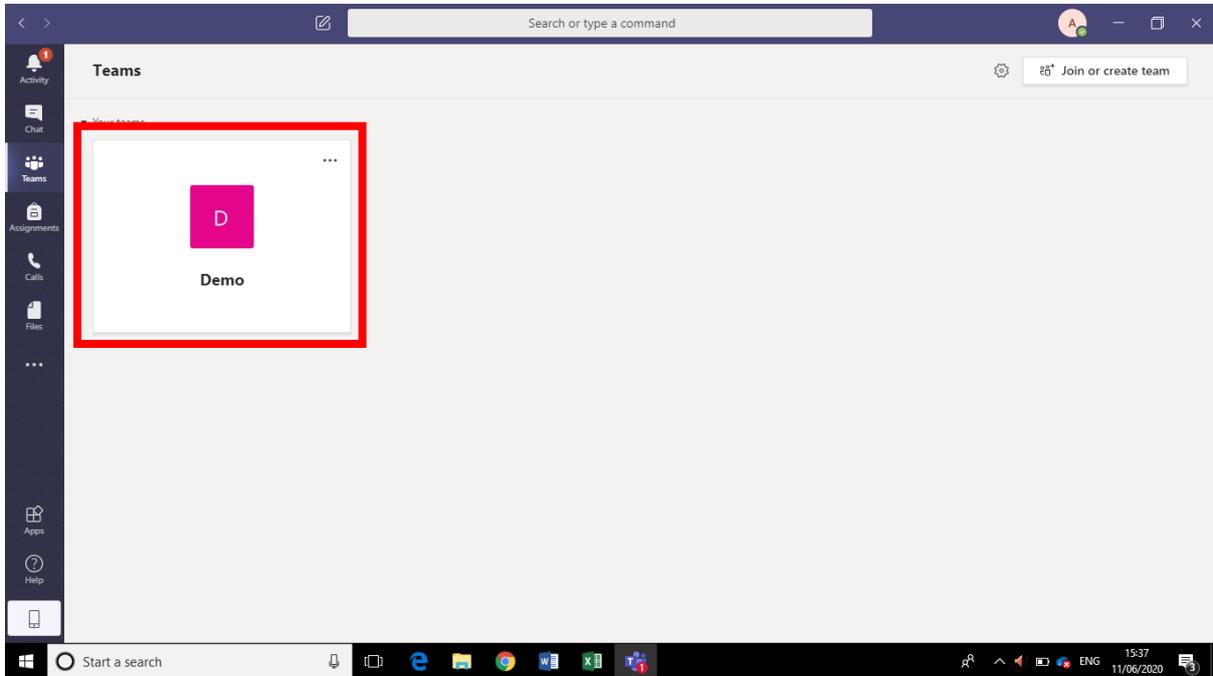


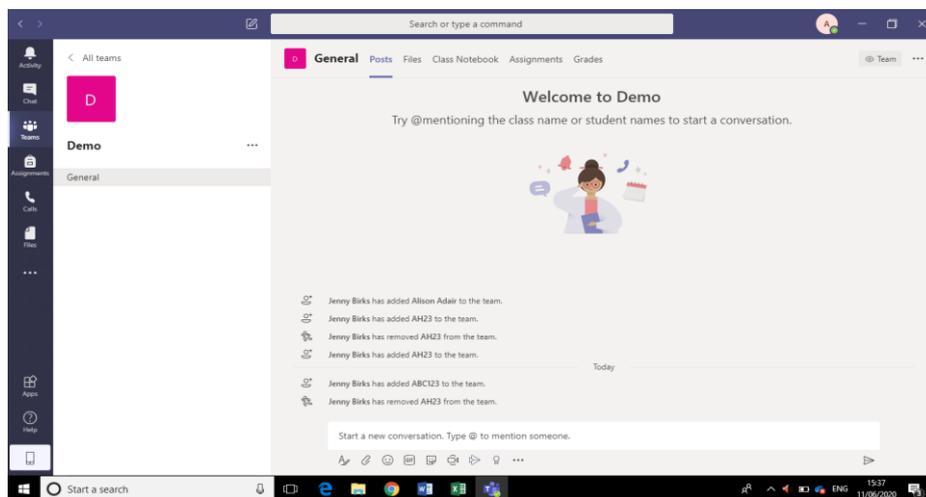
## Microsoft Teams Parent Guide 2021

The following instructions will give you help on to support your children in accessing their Live Meetings.

1. Sign into your child's Teams and enter the correct 'Team' for the meeting.

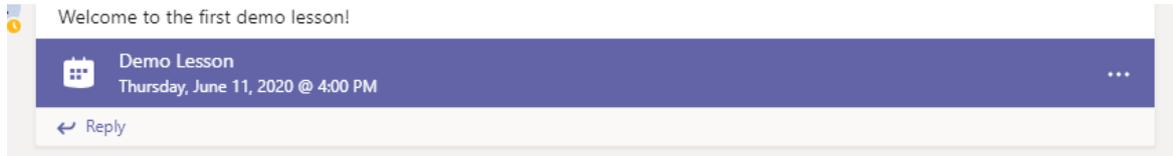


2. When you are in the team's general area, it will look something like this. You will probably already have lots on conversations on your 'post' page as the children have been using Microsoft teams already. This is where they have been in their Live lesson chats. Please be aware that everyone can see the conversations here, including the class teacher.



## Microsoft Teams Parent Guide 2021

- When there is a meeting to join, you will see this. Click the meeting (in a purple box). You may have to scroll up the page to find the purple box.



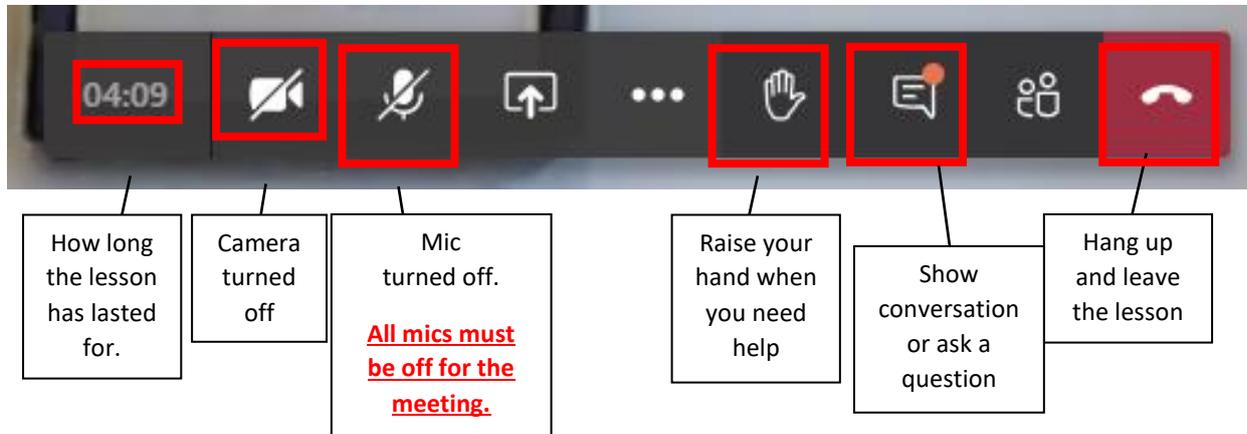
- You can also use your calendar on Teams to help keep track. The calendar button is on the left-hand side.

You can click the purple button under the right date at the correct time to join in the live lesson. Your teacher will then allow you into the lesson.

5 minutes before the lesson starts, the button will change and it will now say 'Join'.

It may take a little while to join, but then you'll be able to see the teacher's face!

- If you wiggle the mouse, you'll see this box come up at the bottom of the screen:



The other buttons you will not need.

- In the meeting, your teacher will talk to you and/or share their slides. They may not always be able to see or hear everyone as this makes the system lag and it is not always possible with 30 children in one Teams meeting. However, there will be other opportunities for feedback and questions.

Don't forget you can raise your hand to show the teacher you need assistance or you can type a question.

