



How to join a Microsoft Teams meeting using the App on a tablet or phone... (P1-P4)



Using a Tablet or Phone

1) Download the FREE Microsoft Teams app. There is no need for you to sign in or register but the app must be downloaded to join a meeting on a tablet or phone.



Microsoft Teams

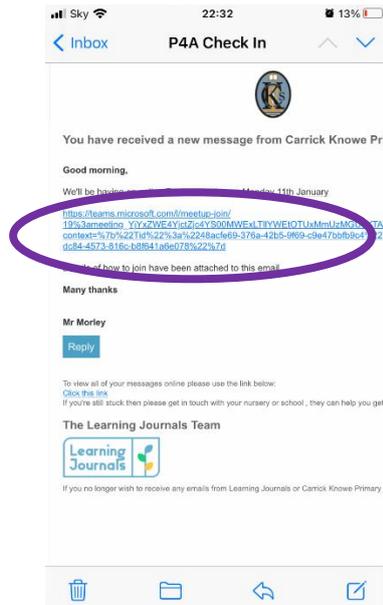
Hub for teamwork



4.6 ★★★★★
182K Ratings

No2
Business

2) Open the email from your child's class teacher and click the invite link that they have sent.



3) After clicking the link, the Microsoft Teams app will open showing this page. Click 'Join as a guest'.



Meeting time!
How would you like to join?

Join as a guest

Sign in and join

4) Then enter your child's name and click 'Join meeting'.



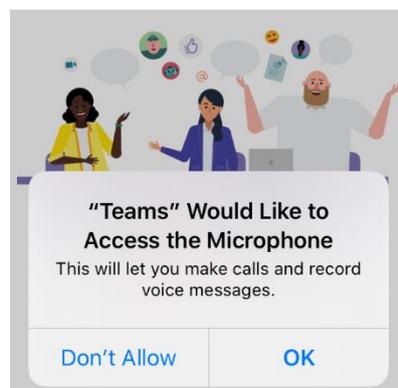
Type your name, then select
Join meeting.

Name

Join meeting

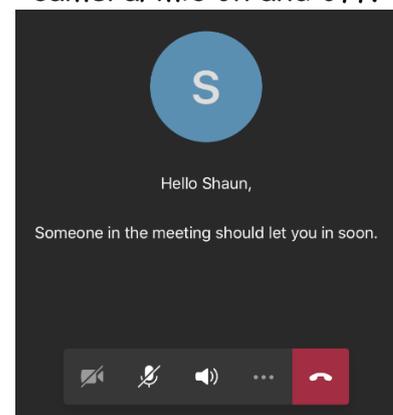
5) A box may show up asking if you will allow access to the microphone and camera.

Click 'OK'.



6) You will then be placed in a lobby area and all you have to do is wait for your child's class teacher to let you in.

From here you can turn your camera/mic on and off.



It's always best to start the meeting on mute!

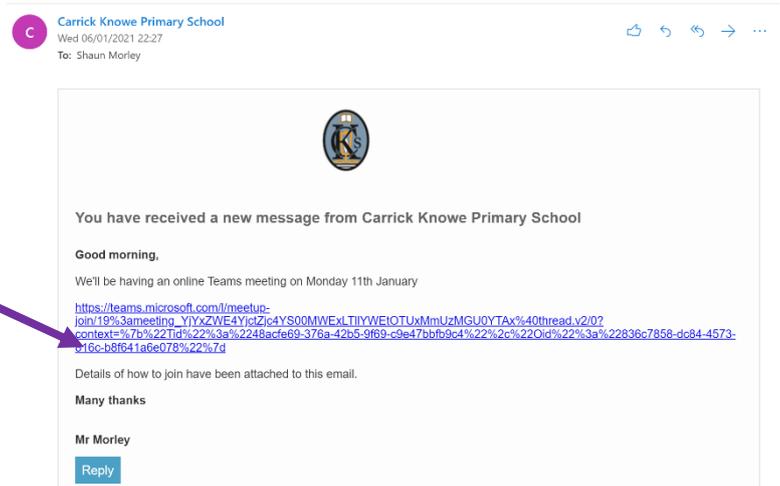


How to join a Microsoft Teams meeting using a browser on a laptop or computer... (P1-P4)



Using a Laptop or Computer

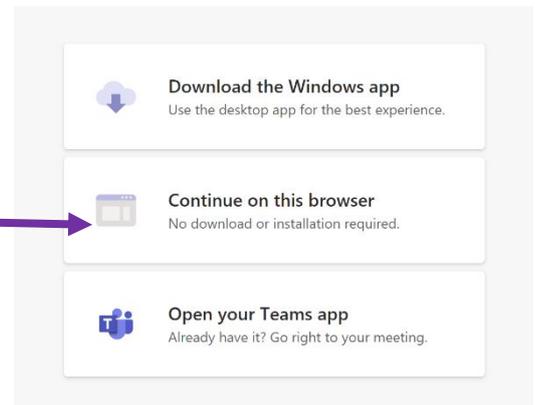
1) Open a reliable web browser such as Microsoft Edge or Google Chrome.



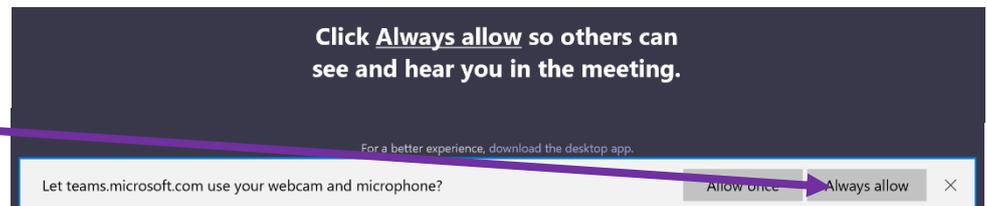
2) Go to the email from your child's class teacher and click the link that they have sent you. Clicking this will join the meeting and open a new tab.

3) The Microsoft Teams page should now open and give you several options.

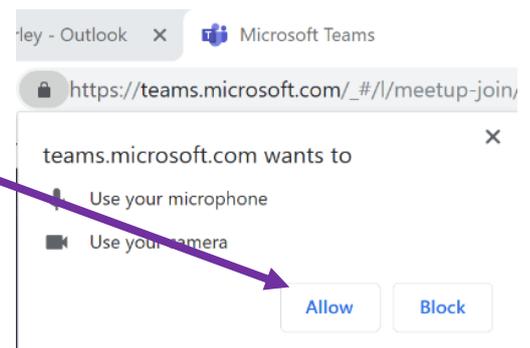
Choose 'Continue on this browser' unless you already have the app on your device.



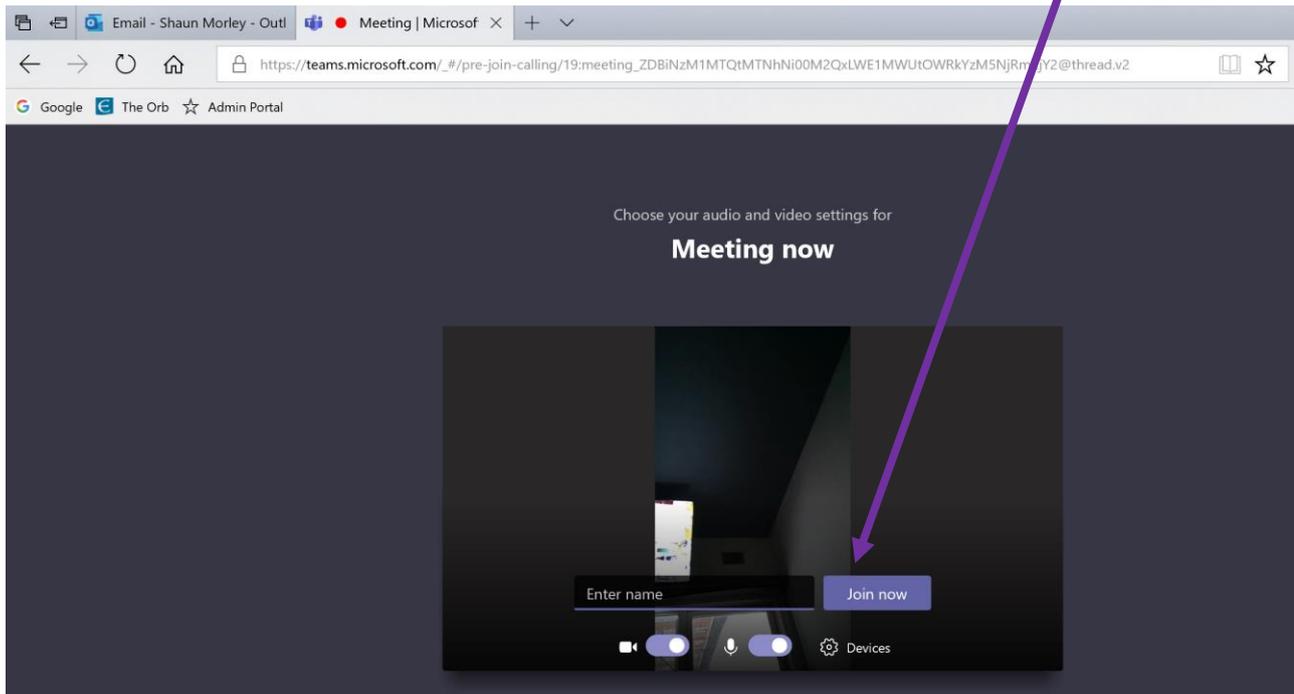
3.1) If you are using Microsoft Edge, then click 'Always allow' at the bottom to enable your Camera/Mic.



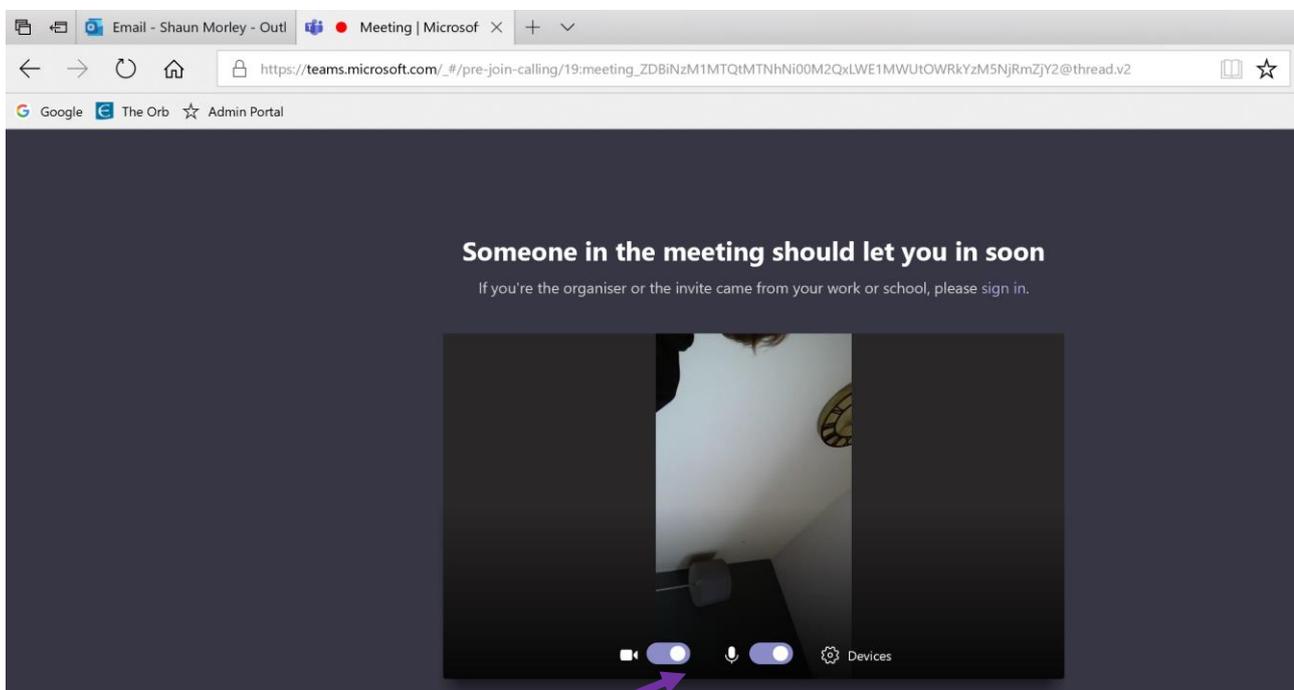
3.2) If you are using Google Chrome, a box will appear at the top and you should click 'Allow'.



4) You will then be given the option to write in your child's name and click '**Join now**'.



5) A message should then come up telling you that you'll join the meeting soon. All you have to do is wait for your child's class teacher to let you in.



6) You can use the controls at the bottom to turn your Camera/Mic on and off. When joining such a large meeting it's always worth starting the meeting with your microphone **TURNED OFF**.