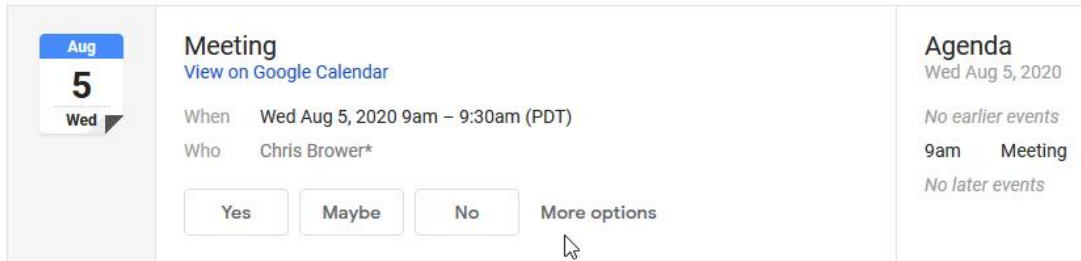


How to Join a Microsoft TEAMS Meeting on a Desktop – For Parents

1. Make sure your teacher has your correct email address. Your teacher will talk with you about a time to meet and send you an email invitation to the meeting using that email address.
2. You will receive an email invitation that looks like this:

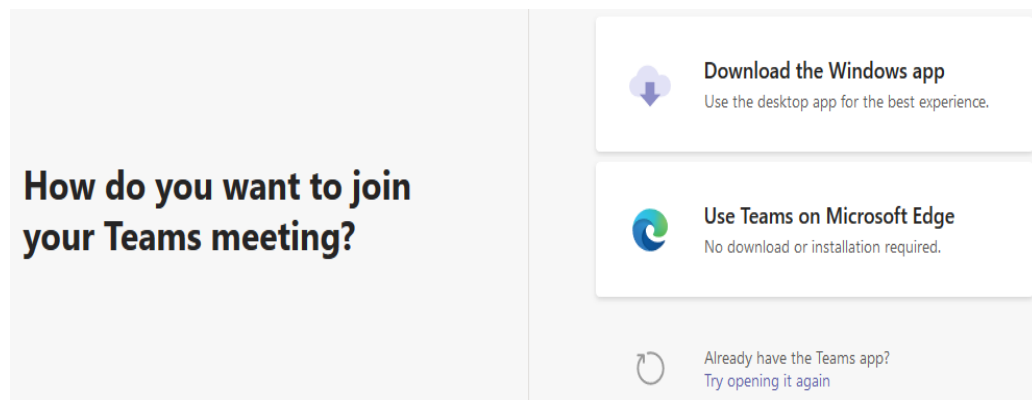


[Join Microsoft Teams Meeting](#)

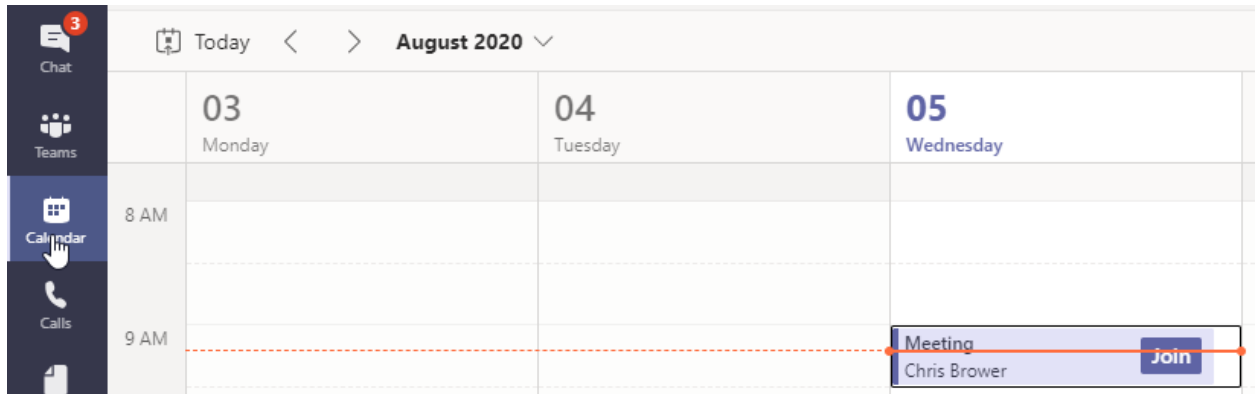
[Learn more about Teams](#) | [Meeting options](#)



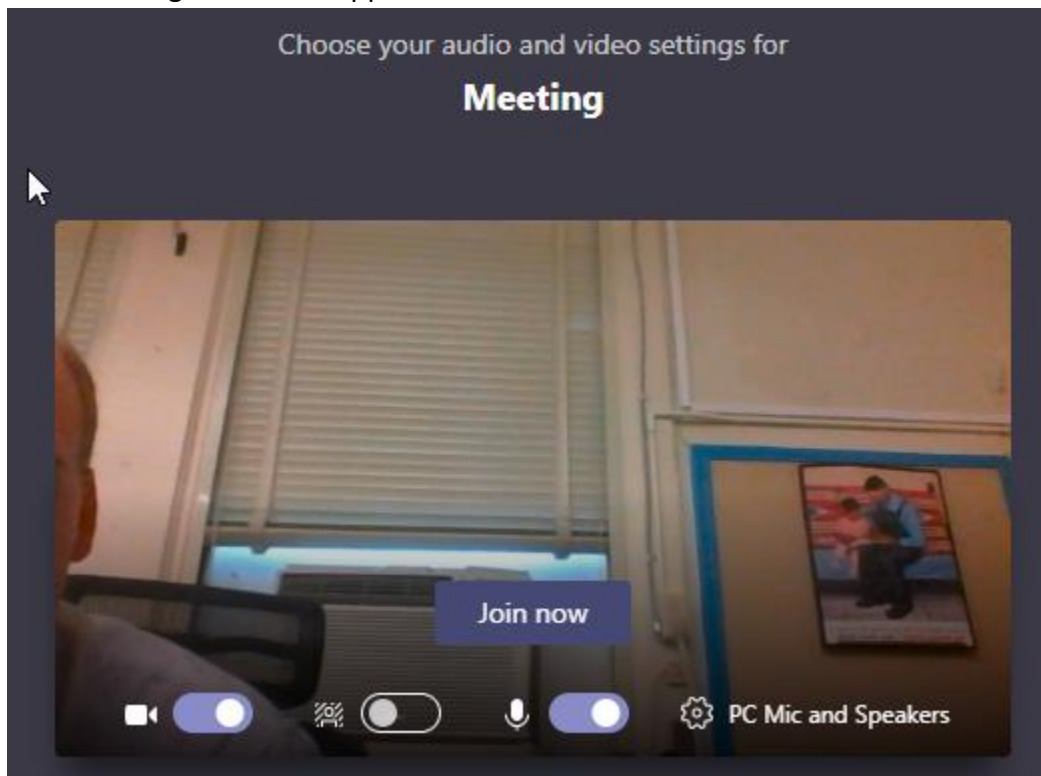
3. Click on the purple “Join Microsoft Teams Meeting” link in the email (Microsoft TEAMS works best with **Google Chrome** or **Microsoft Edge** as your internet browser. It does not work well with Firefox or other internet browsers).
 - a. If you would like to download and install the Microsoft Teams app to your computer, follow this instruction, otherwise you can skip this step and use either Google Chrome or Microsoft Edge. Follow the prompts to download the app. Once you download the app, you will need to create a login using the email address you gave to your classroom teacher.



- You will need to create a Microsoft login by using the email address that you gave to your classroom teacher. Please remember your email login and password for Microsoft Teams.
- Once your login is created, log in to Microsoft Teams, click on Calendar, find the meeting you were invited to, and click 'join'



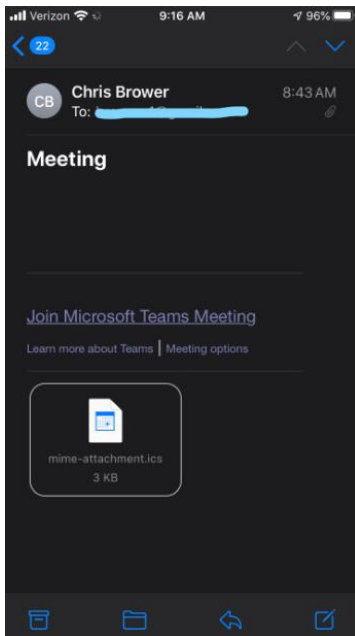
- The following screen will appear. Click 'Join Now'.



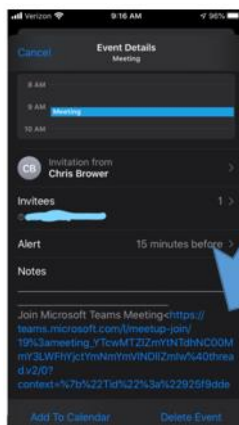
- Your classroom teacher will add you to the meeting. Have a great virtual meeting!

How to Join a TEAMS Meeting using a Smart Phone

1. Make sure your classroom teacher has your correct email address. Your teacher will send you a meeting invitation using that email address.
2. When using your smart phone, you will need to download the Microsoft TEAMS app to join a meeting.
 - a. **Apple iPad / iPhone (iOS)** Go to the **App Store** and search for “Microsoft Teams” to install the app.
 - b. **Android** Go to the **Play Store** and search for “Microsoft Teams” to install the app.
3. You will receive an email that looks like this. If you cannot find it in your inbox, check your spam folder. Click on the attachment below where it says “Join Microsoft Teams Meeting.”



4. The following screen will appear. Click on the blue web link



- To join the meeting without creating a log in, click “Join as a guest.”

◀ Mail 9:16 AM 96%

Microsoft Teams



Meeting time!
How would you like to join?

Join as a guest

Sign in and join

- To create your own login using your email address, click “sign in and join.” Follow the prompts.
- After clicking “Join as a guest”, type in your name and click “Join meeting”. Your teacher will shortly add you into the meeting

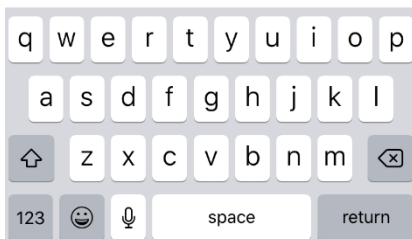
<



Type your name, then select
Join meeting.

Chris

Join meeting



- Have a great virtual meeting!