



KMS Parents' Evening via Microsoft Teams

Booking appointments

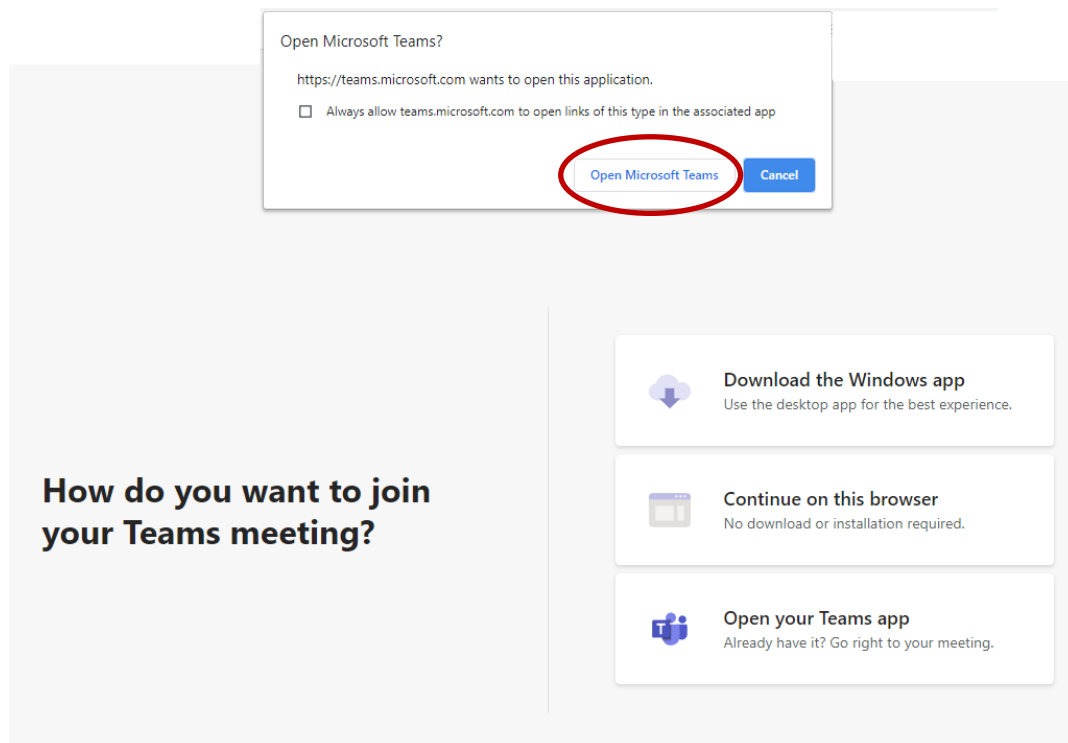
If you have not done so already, please make sure you book your appointments via Edulink One – www.edulinkone.com

Accessing Appointments

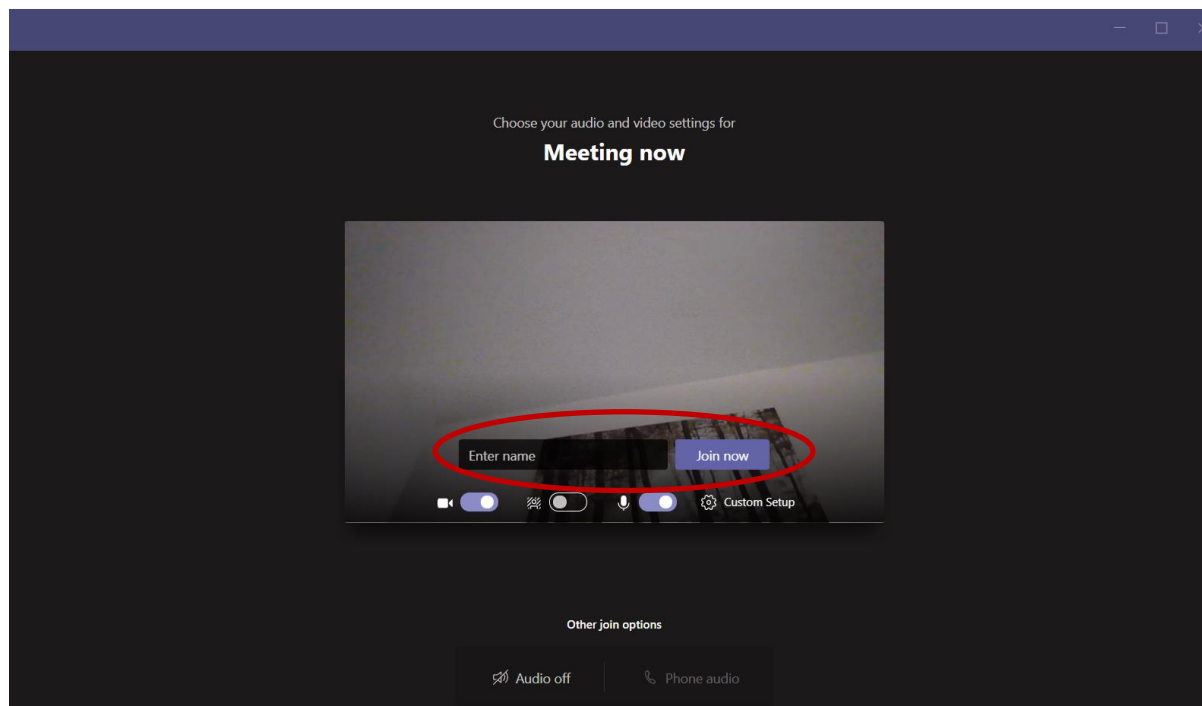
- Prior to the parents evening, you will receive an email providing you with a set of links to access your appointments with each teacher.
- **If you have not received your links by the day before the parents evening, please contact the school office.**
- On the evening, please use the links provided to access your appointments. To do this you can use a laptop or desktop PC, or a mobile device such as a smart phone or a tablet. If accessing on a mobile device, we suggest you download the Teams app in advance of the evening – you can then delete this after the evening should you wish. **There is no need to sign up for a Teams account or sign in to Teams.**
- When accessing each link, you will be asked to enter your name. Please enter your child's full name, rather than yours, so you are clearly identifiable to the member of staff.
- Once you have entered the details you will be put through to a virtual lobby. You will be held in this area until the member of staff has finished the appointment prior to yours, at which point they will 'admit' you to the meeting. We would be grateful for your patience as, although we will endeavour to keep appointments to time, they may overrun, resulting in you waiting in the lobby past your appointment start time.
- In the unlikely event you are asked to log in, please use your child's account.
- Throughout the evening there will be staff available in the school office should you have any technical difficulties or require any other support. Please phone 01484 222737 to access this support.

Accessing via a laptop or desktop pc without signing in

- Click on the link for the first teacher you are meeting
- Click 'Open Microsoft Teams' as shown below



- Please enter your child's full name and click 'Join now'
- You will then join the 'lobby' ready for your appointment



Accessing via a mobile devices without signing in

- **Download the Microsoft Teams app.** No need to open it once downloaded.
- Click on the link for the first teacher you are meeting
- When prompted click 'Join meeting' – **there is no need to sign in**
- Please type your child's full name and select 'Join meeting'
- You will then join the 'lobby' ready for your appointment

