

INSTRUCTIONS FOR PARENTS' EVENING MICROSOFT TEAMS MEETINGS FOR LAPTOP/ PC



PLEASE ENSURE THAT YOU ARE IN A QUIET PLACE FOR THE MEETING SO THAT YOU ARE ABLE TO TALK TO THE TEACHER ABOUT YOUR CHILD WITHOUT INTERRUPTION.

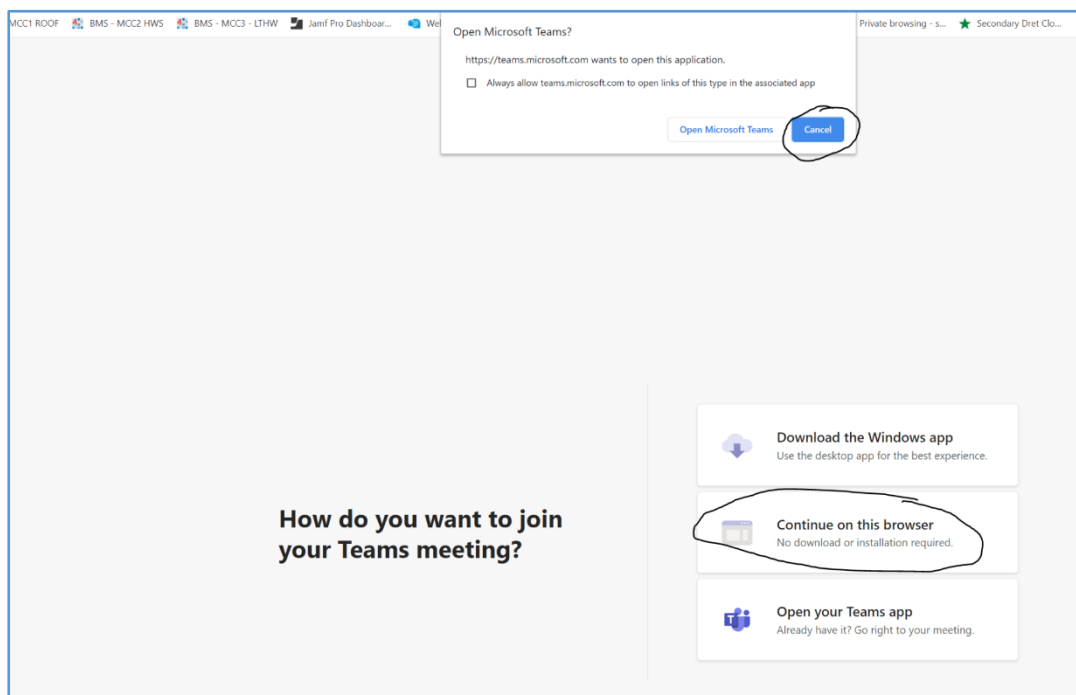
Note if you are using a mobile device you will need to download the Microsoft Teams app available here:

Android: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB&q=US

Apple iOS: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

- Ensure you open the correct email sent via Parentmail with the **right link for your child's class and parents' evening day**. The two links for each class will be sent to you via Parentmail.

1. When you click on the link you will be presented with this web page:



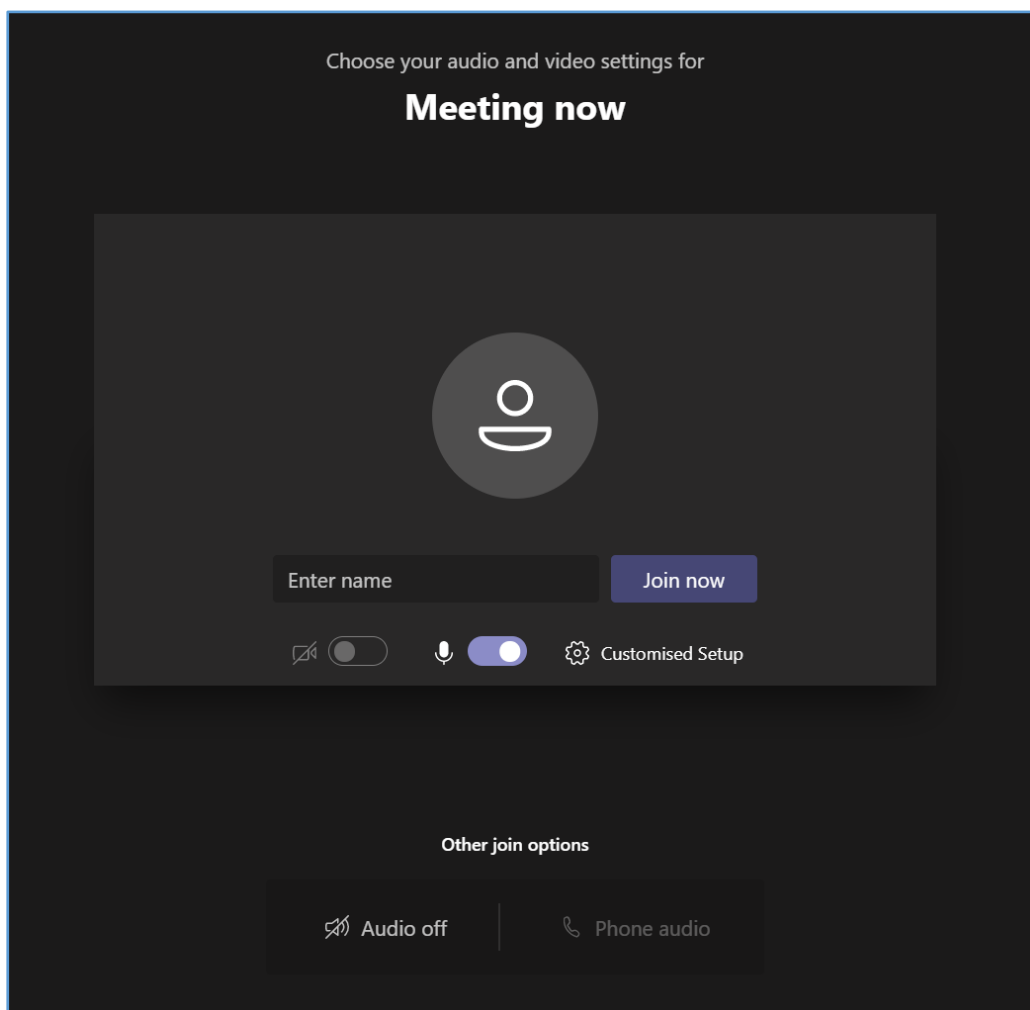
2. Click on **Cancel** on the top pop-up window then, click on **continue on this browser**. You will need to use either **Google Chrome** or **Microsoft Edge** browser.

3. If you are using a desktop or laptop PC you may be asked to allow microphones / webcams please click on **allow**.

4. You will be presented with this page before you join your meeting please enter your name and your child's name so that the teacher can identify you.

For example: *My Name – Child's Name*

Then click on **Join**



5. You will be placed in a waiting lobby until it is your appointment. **Please wait until the teacher joins you to the meeting. We hope that your meeting will be on time, but please wait in case there are any slight delays.**