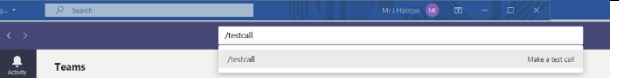
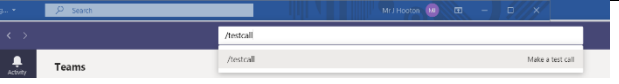
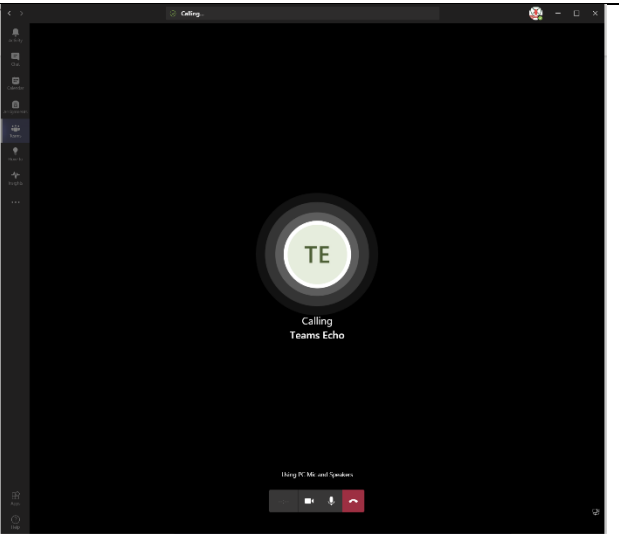
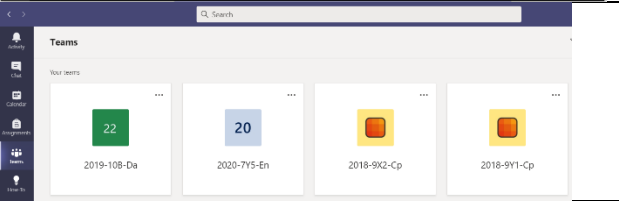
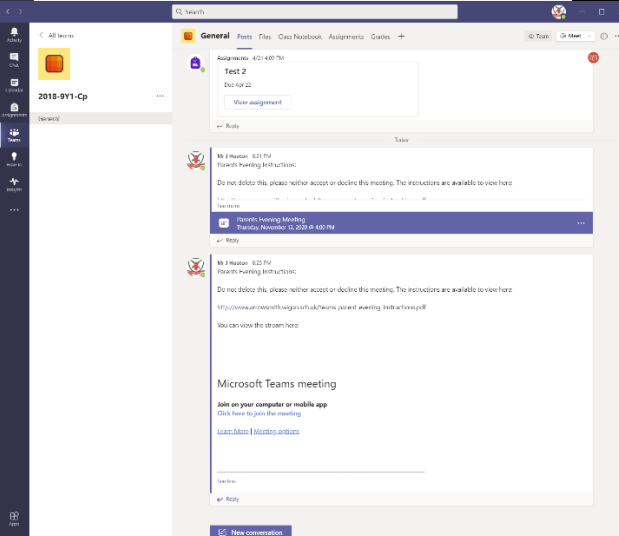




## How to join the meetings for parents evening

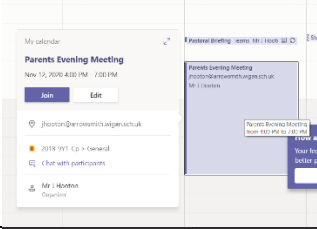




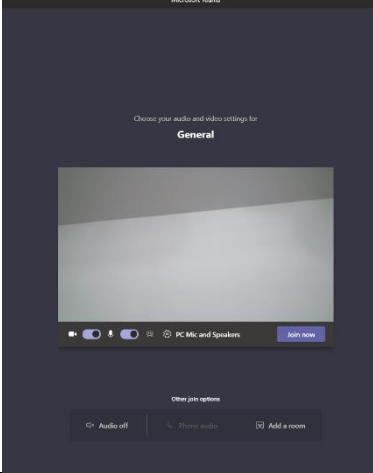
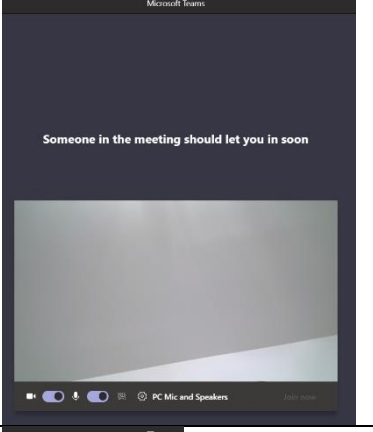
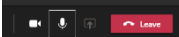
*This guide will show you where and how to connect to each meeting for parents evening. Each pupil will have between 8 and 10 meetings to join over the evening. Your son/daughter will be invited through teams to each meeting using their classes team.*

<p>If your son/daughter hasn't already downloaded the desktop version of teams please download it from the following address: <a href="https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app">https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app</a> Follow the installation instructions and then ask you son/daughter to log in with their school account.</p>	
<p>To ensure everything works correctly in the search bar type /testcall and then hit the enter button.</p>	
<p>Once you are connected to the call it, you will hear a message that will ask you to leave a message. The message will be played back to you to confirm your microphone is set up correctly.</p>	
<p>At the time of your appointment for the teacher click on the relevant team/class</p>	
<p>From the general channel, find the message with Year 10 Parents Evening as the title. Click on it to view the full message and join the meeting by clicking on the link that says "Join meeting".</p>	





## How to join the meetings for parents evening

<p>Alternatively,</p> <ul style="list-style-type: none"><li>• your son/daughter will have an email with a request to join the meeting which they can click on.</li><li>• Or on the calendar, click on the meeting and then join.</li></ul>	
<p>Please make sure that you use the tabs to switch your camera and microphone on.</p>  <p> This toggles the camera on/off</p> <p> This toggles the microphone on/off</p> <p>Then click the join now button </p>	
<p>This will then admit you into the meeting and into a lobby. Once the teacher is free, they will accept you into the meeting so please be patient.</p>	
<p>To leave the meeting click the leave button.</p>	
<p>Repeat the above steps for each appointment.</p>	