

1. You will have received invitations to the upcoming parents evening appointments. The key information for this email is highlighted, as below:

The email may appear slightly different, depending on your email provider – this is an example of a gmail account.

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Compose		I	2 of 588 < >	· ·
Inbox 2	Parents Evening -	inbox ×		e 2
r Starred	Mrs H Lane <hlane@hswv.co.uk></hlane@hswv.co.uk>		💷 12:12 (8 minutes ago) 🔥	۲
Snoozed	to me			
Important	Parents Evening -	1.24		
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New meeting				_
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	invite.ics Download			

- A. Name and email address of the teacher who the appointment is with
- B. Date of appointment
- C. Link to the meeting
- You can accept the meeting invitation at any time, to add it to your calendar.
 On the day, you will need to access the meeting from your calendar and click on the link, which will take you to the following screen:

\leftarrow \rightarrow \mathbf{C} $\widehat{\mathbf{C}}$ https://teams.microsoft.com/dl/launcher/launcher/launcher.html?turl=%2F_%23%2FI%2Fmeetup-jc	in%2F19%3Ameeting_M2UwYWJhYWMtMGbMi0 A 🏠 🕲 O G 🖓 🅀 Not-syncing 🍙 …
ធរ្យ៍រ	
	A Download Teams (work or school) Use the desktop app for the best experience.
How do you want to join your Teams meeting?	B Continue on this browser No download or installation required.
	C open Teams (work or school) Already have It? Go right to your meeting.
A If you want to install Teams app. if you h	nave a log on: not recommended

- B. If you do not have Teams, click here: recommended action
- C. If you already have Teams installed, click here



3. After selecting Continue on Browser, you will be asked to enter your name and join the meeting

	Choose your audio and video settings for Meeting				
	A Enter name Doin now B B				
Other join options					
	C+ Audio off & Phone audio For a better experience sign in or download the desktop version				

- A. Enter your name
- B. Turn on camera and microphone
- C. When ready, join the meeting