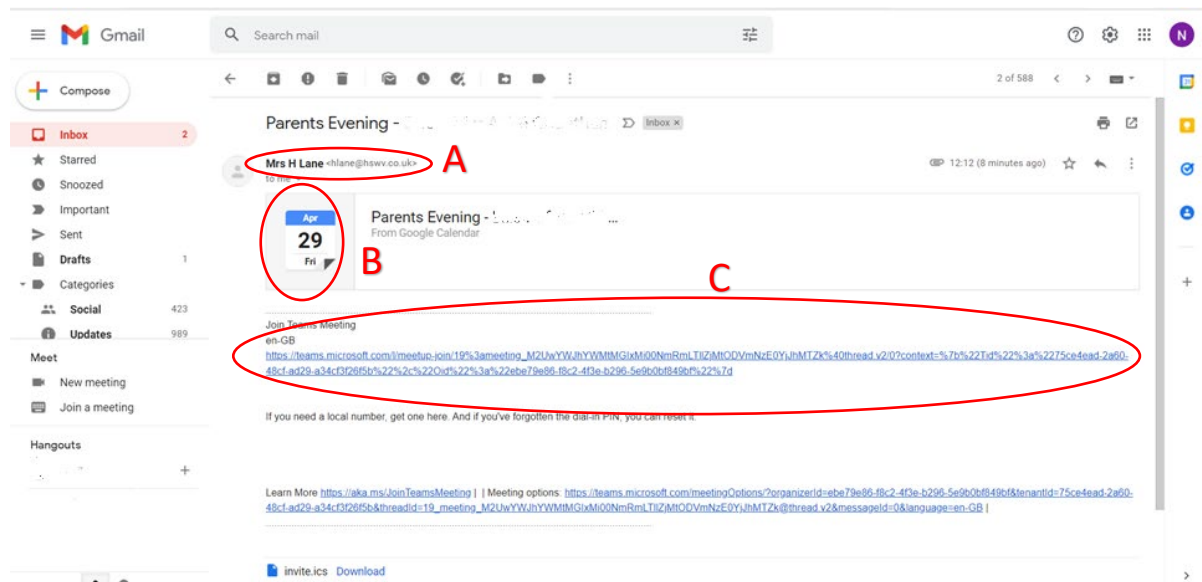


Virtual Parent's Evening: Join the Teams meeting



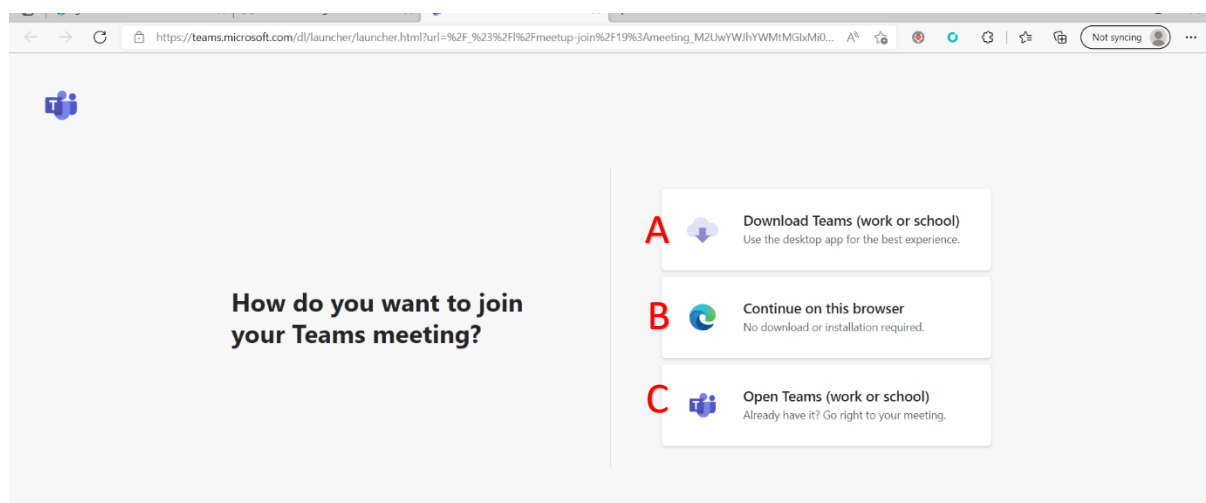
1. You will have received invitations to the upcoming parents evening appointments. The key information for this email is highlighted, as below:

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



- A. Name and email address of the teacher who the appointment is with
- B. Date of appointment
- C. Link to the meeting

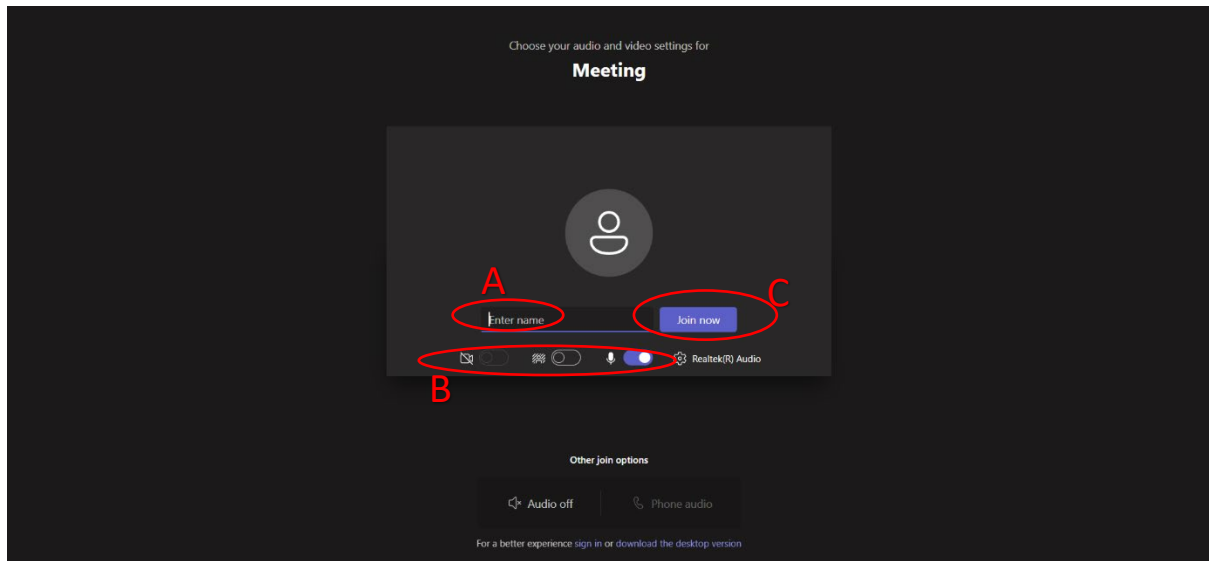
2. You can accept the meeting invitation at any time, to add it to your calendar.
On the day, you will need to access the meeting from your calendar and click on the link, which will take you to the following screen:



- A. If you want to install Teams app, if you have 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



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