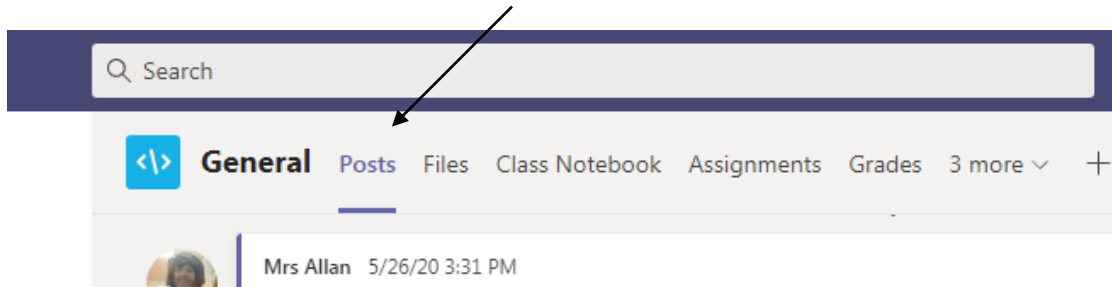
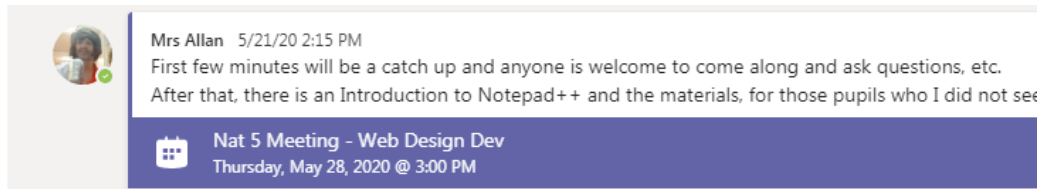


## How to join a meeting with your Teacher in MS Teams

1. Log in to Glow and open Teams
2. Select your class Team
3. Ensure you have selected **Posts** at the top



4. There should be a notification in the **Posts** that look similar to the one below with a button to **"Join"**:



5. Click on the Join button and follow the on screen instructions.
6. If you lose connection (which can sometimes happen if you visit another window on your computer/mobile) , you can just go back in to the link in the posts, as detailed above, and join the same way.
7. Also, prior to the meeting, you can "Accept" your intention to attend the meeting by clicking on the meeting.
8. This will then put the meeting into your calendar space which will help you to organise your time.