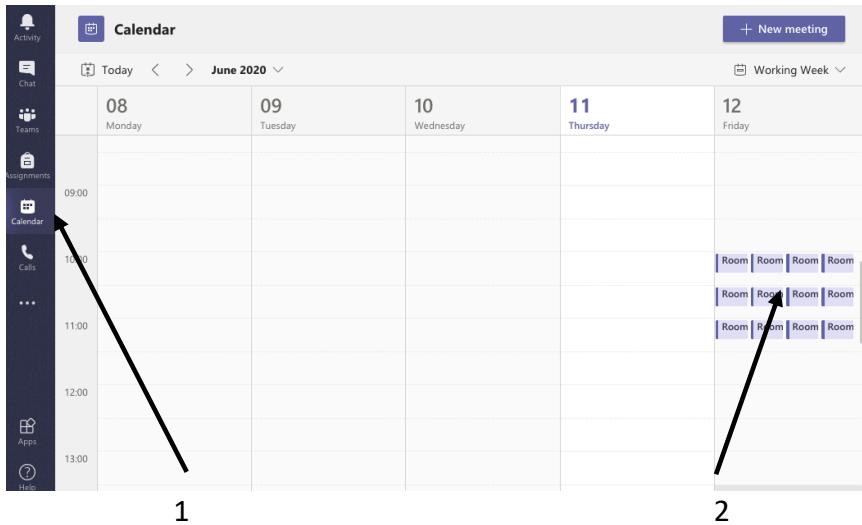
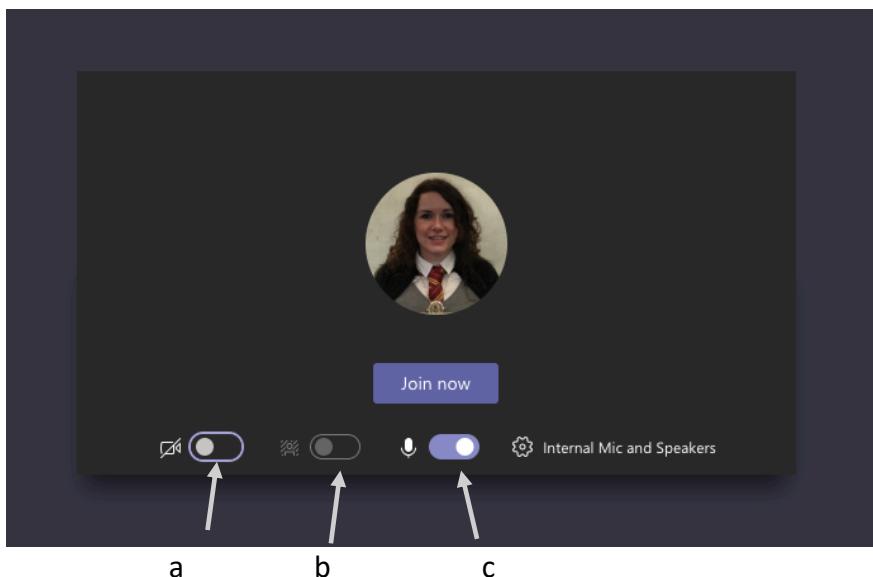


Joining a Teams Meeting on a Computer

1. Login to or open Microsoft Teams and click on calendar.



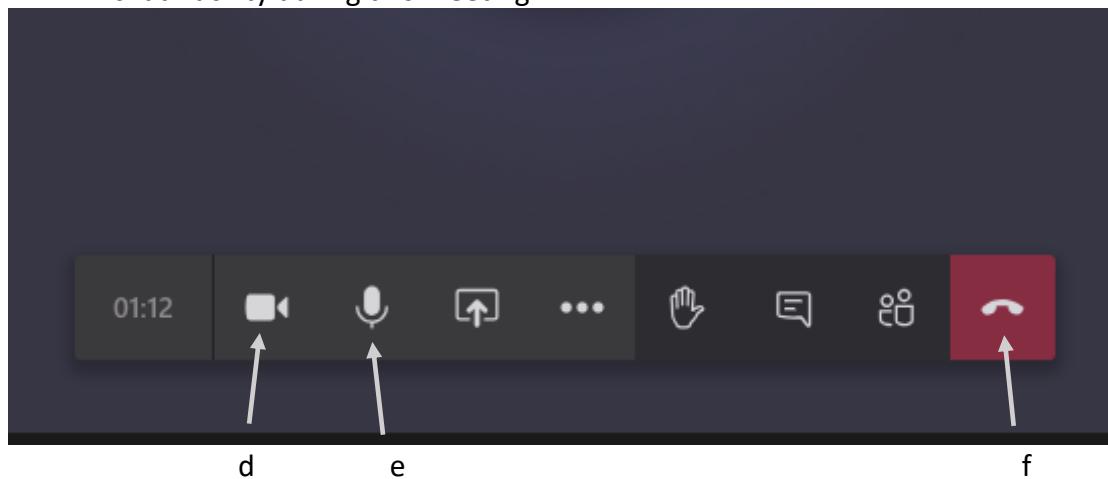
2. Double click on the meeting. It will open a window where you will be able to accept or decline the invite or 'join' the meeting.
3. Clicking to 'join' the meeting will take you to this screen. From here you can decide on your settings for the video call.



- a. Clicking here will allow you to switch the video off or on.
- b. If the webcam is switched on this button allows you to choose alternative backgrounds.
- c. This switches the mic off and on.

We understand that some children may want to participate but not speak so this allows them to do that.

4. When you are happy with the settings, click “join now”. Up to 9 boxes will appear on the screen with the other participants video or profile picture. Near the bottom of the screen there are a number of options that can be chosen during the meeting. We won’t be using the ‘hands up’ or ‘chat’ facility during this meeting.



- d. Switch camera on and off throughout the call
- e. Switch mic on and off throughout the call
- f. Hang up and leave the meeting