



# St. Peter's Church of England Primary School

## Quick Guide to Joining Microsoft Teams

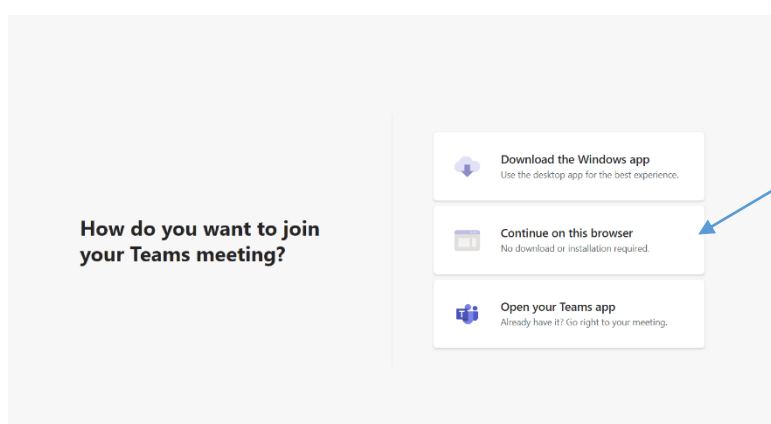
1. The day before your Parent's Consultation appointment you will be sent a link to the email address you provided. The email will be a calendar invite, and will contain the following link.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

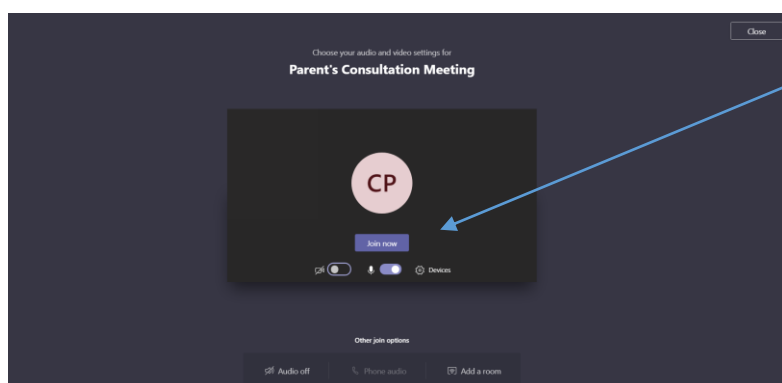
To join the meeting, click 'Join Microsoft Teams Meeting'.

2. If you are joining on a computer, the link will take you to a web page which looks like this:



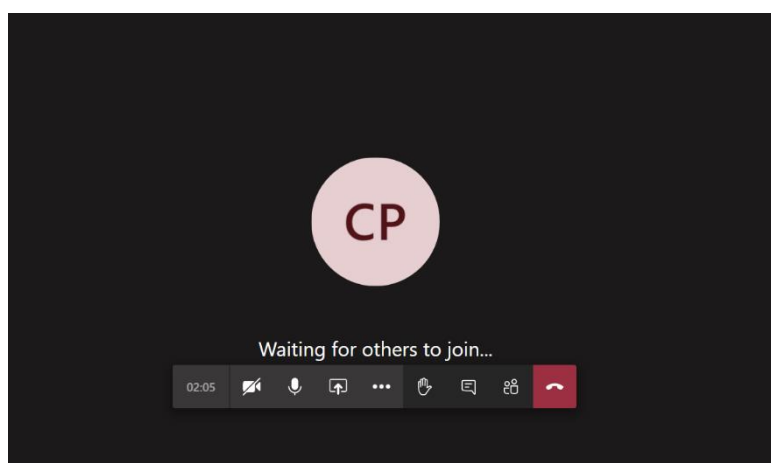
From here, click 'Continue on this browser'

3. This will take you to a screen which looks like this:



From here, enter your name and click 'Join now'

4. When you join the meeting, you will see a message saying that someone will let you in soon.



Once you are let into the meeting, you will need to unmute your microphone so that we can hear you. Click the microphone icon to do this.



Then, if you are comfortable to do so you can also switch your camera on so that we can see you too.