

Microsoft Teams

PARENTS' GUIDE



Microsoft Teams enables video chat between multiple participants simply.

If you are going to access Microsoft Teams on a [Microsoft \(Windows\) Laptop](#) with an Outlook Office email please click [here](#). Without an Office linked email, please click [here](#).

For [Apple \(iPhone, iPad, MacBook\) devices](#) please click [here](#).

For [Android \(Samsung mobile phones, tablets etc.\)](#) please click [here](#).

Information for those without a computer/laptop/tablet/smartphone, please click [here](#).

Every participant will receive an invitation via email to join the meeting.
You [must](#) accept or decline this invitation.

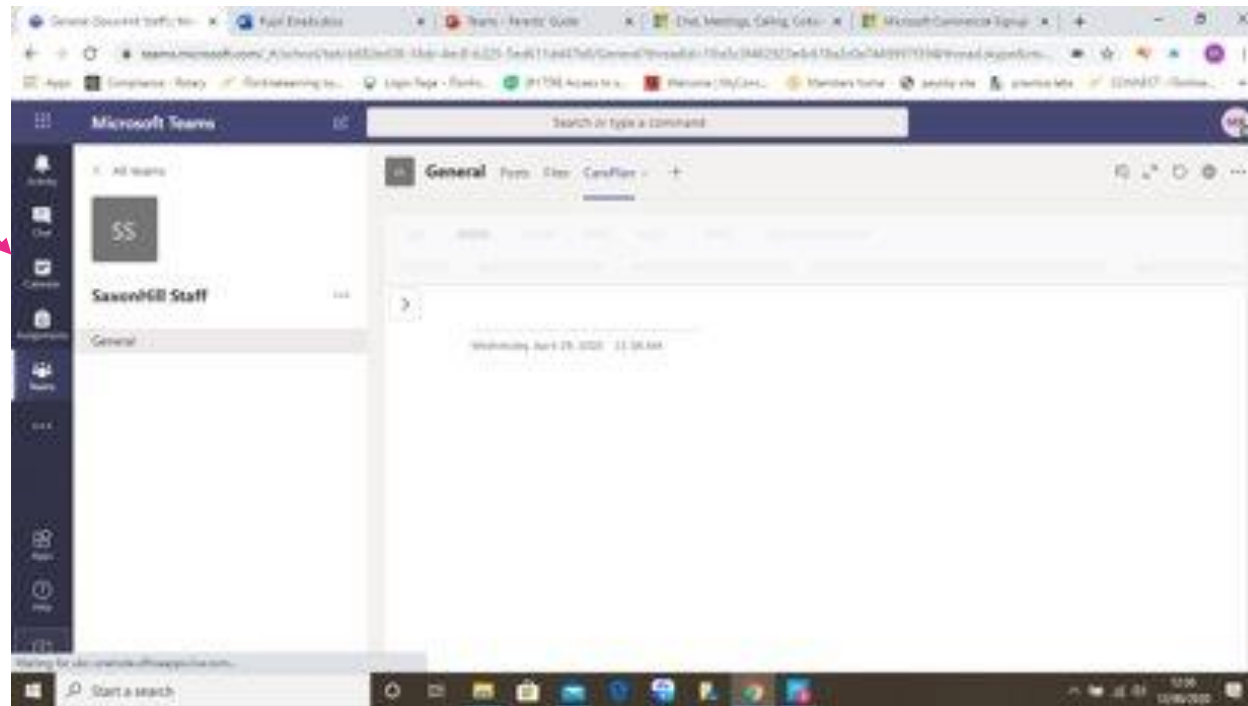


Windows Based Laptop/Desktop



The easiest way to access Microsoft Teams is through the app.

If you already use Microsoft Office 365, you will only need to go to: www.office.com and login to your account, go to Teams and access your calendar. Your calendar is on the left hand side of the Teams app once opened.



Look for the meeting in your calendar and click on it.



A screenshot of the Microsoft Teams web interface. The browser address bar shows 'teams.microsoft.com/#/calendarv2'. The interface includes a search bar at the top, a left-hand navigation pane with icons for Activity, Chat, Calendar, Assignments, Teams, and Apps, and a main calendar area. The calendar is set to June 2020. A meeting titled 'Saxon Hill Academy - Finance Committee & Student and Raising Attainment Teams Meeting' is scheduled for Thursday, June 11th, from 12:00 PM to 1:00 PM. The meeting details include 'Online via Microsoft Teams' and 'George Turner (SaxonHill Staff)'. A red arrow points from the text 'Look for the meeting in your calendar and click on it.' to the meeting entry. The Windows taskbar at the bottom shows the time as 12:46 on 12/06/2020.

Once you have clicked on the meeting the details of attendees, the time of the meeting and any notes will be shown. To join the meeting please click Join.

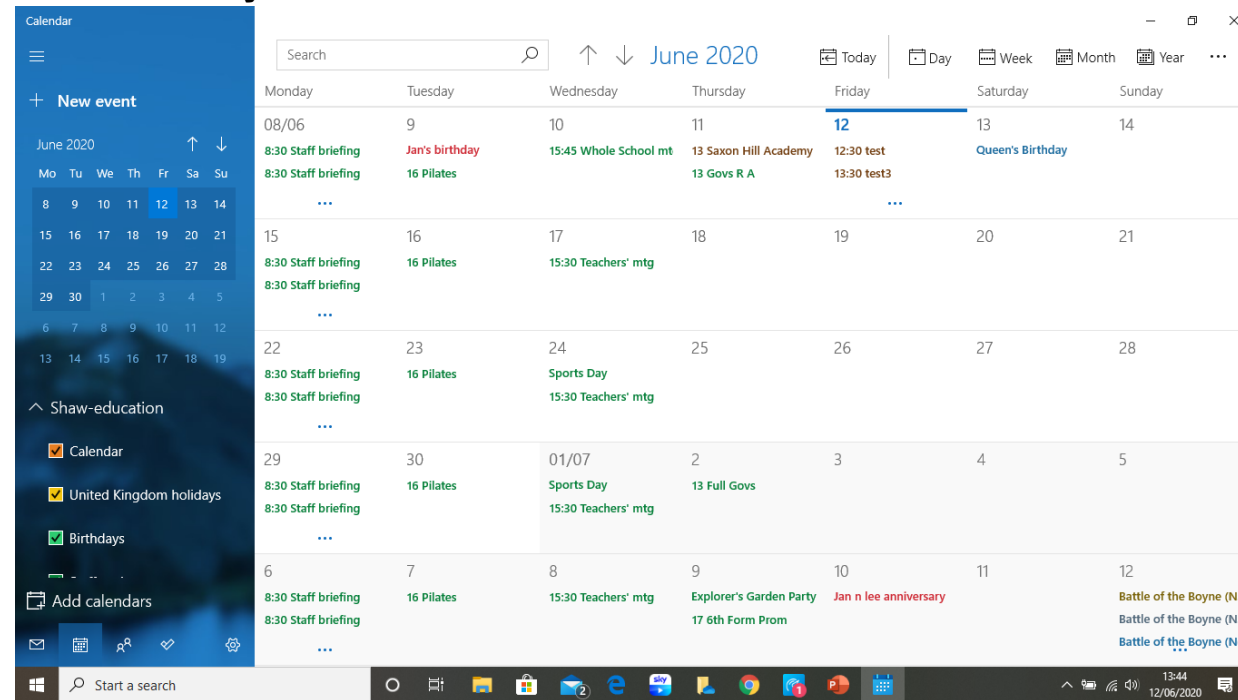


A screenshot of the Microsoft Teams web interface showing the details of a meeting named 'test'. The interface includes a top navigation bar with a search bar and a 'Join' button. Below the navigation bar, there are tabs for 'Chat', 'Files', 'Details', 'Scheduling Assistant', 'Meeting notes', and 'Whiteboard'. The 'Details' tab is active, showing the meeting title 'test', a list of attendees including 'mariogauci@hotmail.co.uk', the meeting date and time 'Jun 12, 2020 12:30 PM to 1:00 PM 30m', and a 'Join' button. A red arrow points from the text above to the 'Join' button. The right sidebar shows a 'Tracking' section with the organizer 'Michelle Rowberry (SaxonHill S...)' and the attendee 'mariogauci@hotmail.co.uk'. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying '13:16 12/06/2020'.



If you do not have an email address issued by a school or organisation using Office 365, you will need to access the Teams meeting by clicking on the email invitation.

You will need to accept the event invitation. Just click on send reply now. The meeting will then be added to your calendar.



When it is nearly the time for the meeting, please go to your calendar and click on the event.

Choose join online. Join as a guest.

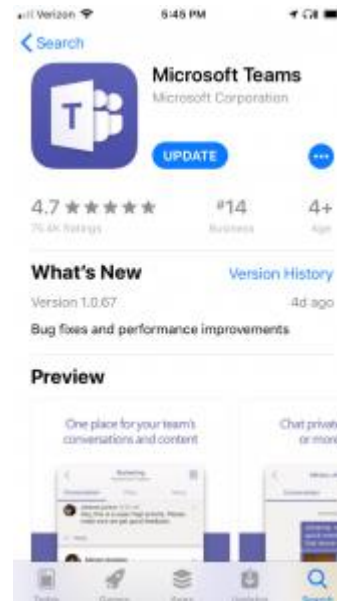
Allow access to your camera and microphone. You will then be admitted to the meeting by the host.



Apple Devices

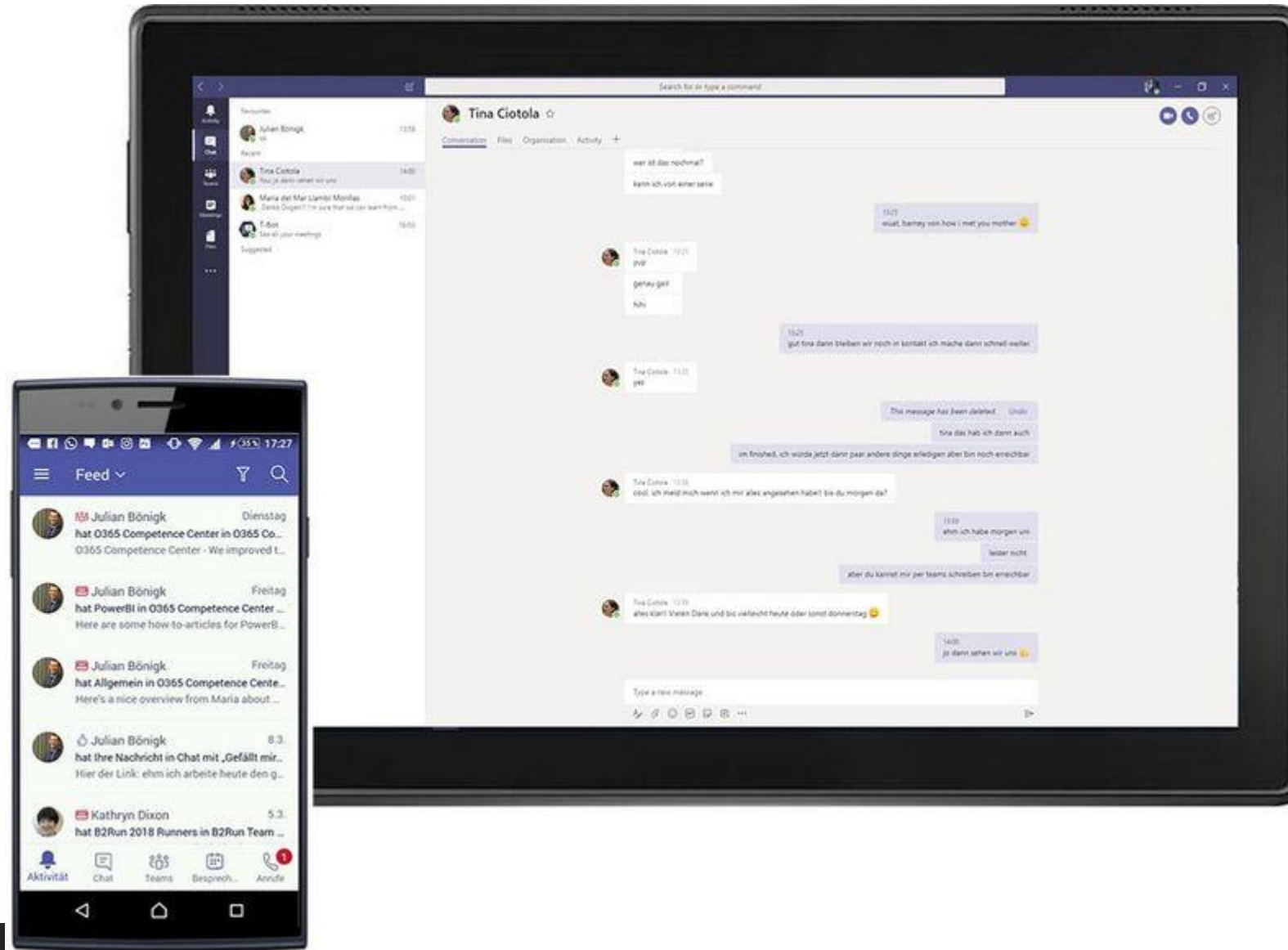


The easiest way to access Teams is through the app. If you do not have the Teams app on your device you will need to download it from the App Store. The app you need looks like this:



You will be given the option to Get/Open/Update. Please download to your device.

If you have an email issued from a school or organisation using Office 365 you can simply login to the account through the app.

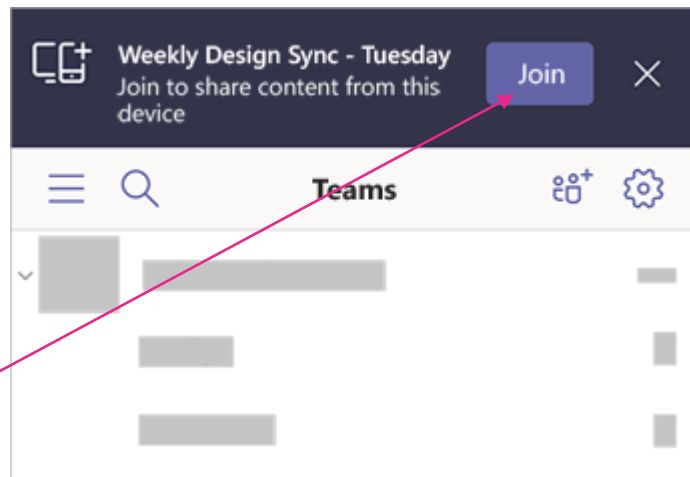




Please click on the Calendar tab on the left.

As long as you have accepted the invitation the meeting will appear in your calendar.

Please click on the meeting.



Click on Join.

Please allow access to your camera and microphone.

You will then be able to join the meeting concerning your child.

If you need to leave the meeting, please tap the screen and tap the phone symbol to close.



If you do not have an email issued by a school or organisation using Office 365, you can still join the meeting from your Apple device.

It is important that you do not try to login to the Teams app independently after you have downloaded it. You do not have a valid email account and will not be able to login.

Please click on the email invitation and accept the invitation.

This meeting will then be added to your calendar. When you click on the invitation link on your calendar, the Teams app will open (as long as you have already downloaded it).

Please allow access to your microphone and camera so that you can fully participate in the meeting. The host will admit you to the meeting.

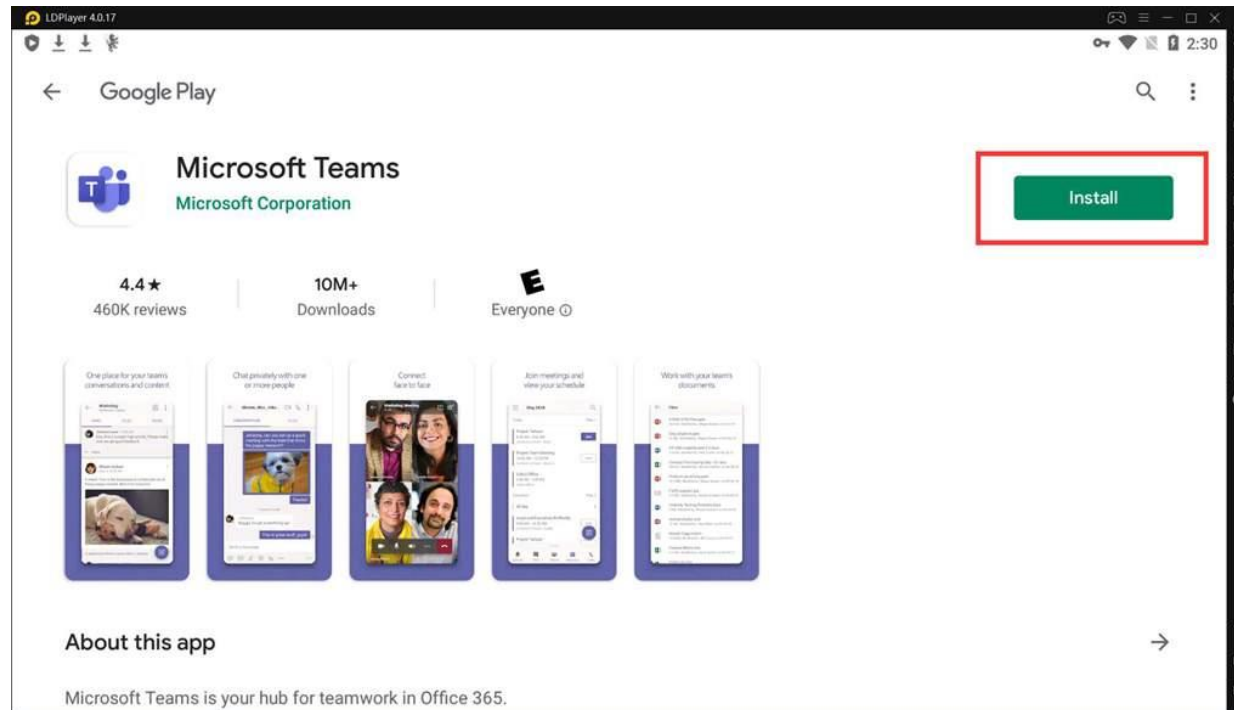


Android Devices



The easiest way to access Teams is through the app. If you do not have the Teams app on your device you will need to download it from the Google Play Store.

The app you need looks like this:





If you have an email address issued by a school or organisation using Office 365, you can simply login to the app after accepting the email invitation to the meeting concerning your child.

The invite will give you details of the time of the meeting and any notes you need to view.

Once you have logged in to the app please go to the calendar tab on the left of the screen. All of your meetings will be shown on the calendar view..

Please click on the meeting and then click on Join.

You need to allow access to your camera and microphone to fully participate in the meeting.



If you do not have an email issued by a school or organisation using Office 365, you can still join the meeting from your Samsung device.

It is important that you do not try to login to the Teams app independently after you have downloaded it. You do not have a valid email account and will not be able to login.

Please click on the email invitation and accept the invitation.

If you have not downloaded it before you will be taken to the Google Play Store, so that you can download it. Once downloaded the app will open.

Simply click on the meeting.

Please allow access to your microphone and camera so that you can fully participate in the meeting. The host will admit you to the meeting.

If you are unable to access any of the devices listed below or you do not have internet access, you will still be able to be part of the discussions concerning your child.

A member of staff relevant to the discussions regarding your child will telephone you to ensure that you are able to share concerns etc. with them and be fully involved in the review.

We would like to apologise that we cannot offer face to face meetings within school at this time due to the restrictions in place during the Covid-19 pandemic.