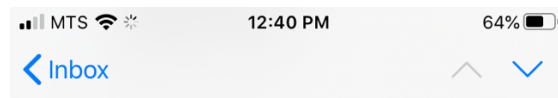


How to access Teams on a phone

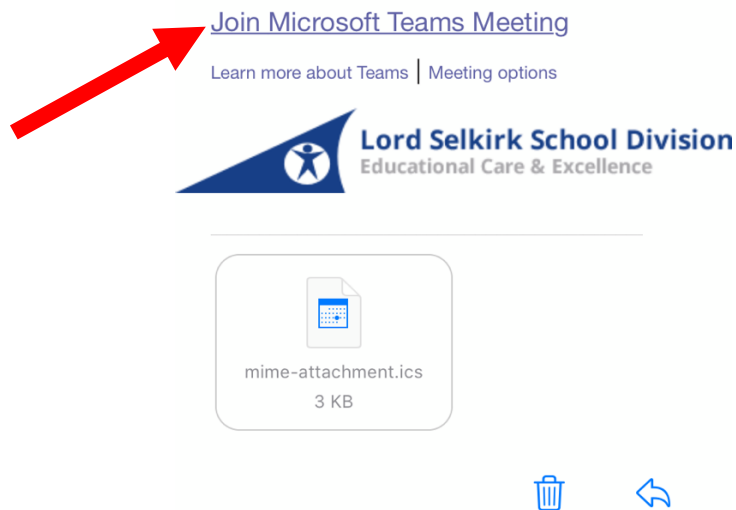
Teams must be downloaded from your phone's app store prior to the meeting.

Please do these remaining steps 5 minutes prior to our scheduled meeting time and be mindful of the time as meetings are scheduled back to back:

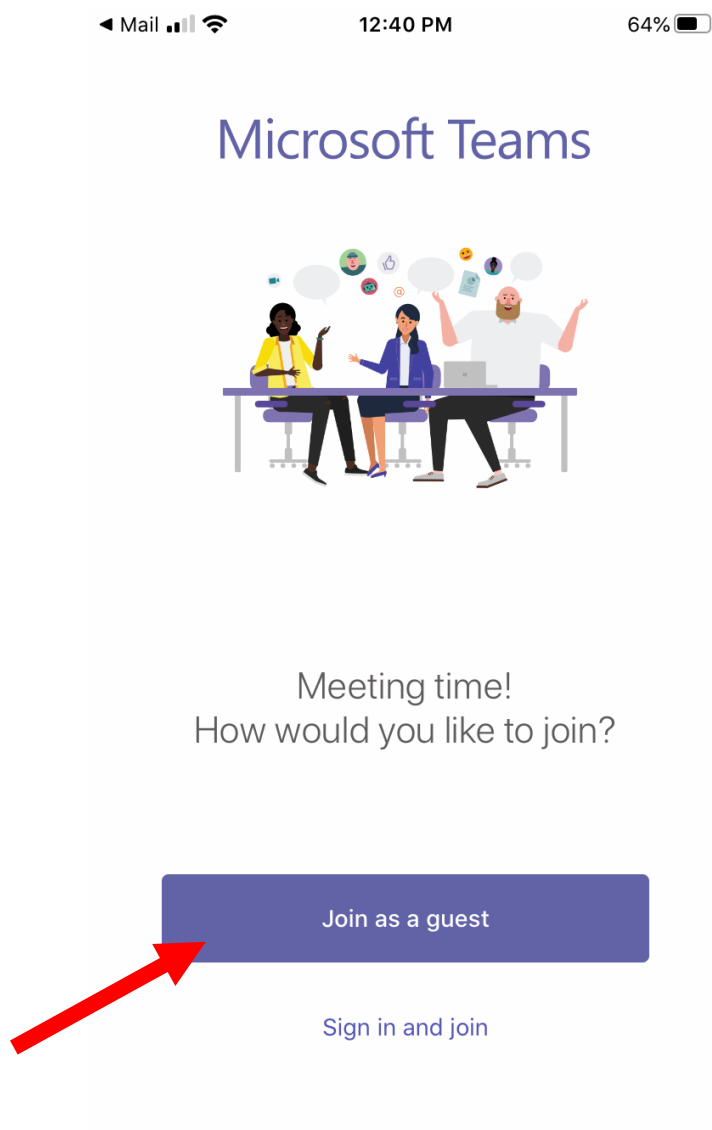
In your email find the invitation to our meeting. Click "Join Microsoft Teams Meeting".



No Subject



The Microsoft Teams app will open. Select "Join as a Guest".



Type in your child's name and click "Join Meeting".



Type your name, then select
Join meeting.

Mrs. Williams

Join meeting

Two red arrows pointing to the text input field and the 'Join meeting' button.

When you join you will be in the “Lobby” until I join the meeting.



Once I join we will be connected and able to chat.

To leave the chat at the end of our time you will need to click the red phone button to hang up.

