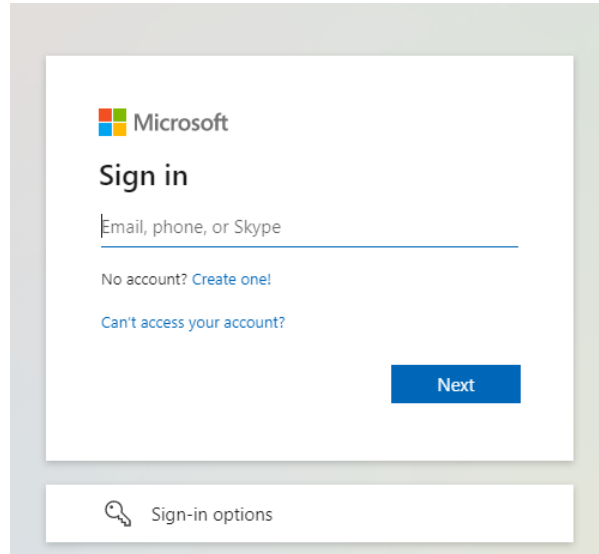
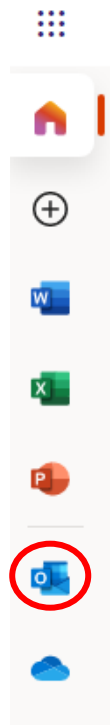


Guide to Joining Microsoft Teams Meeting

1. To join the meeting go to **portal.office.com** and sign in with your child's login. If you don't know your child's login it can be found on the MCAS app [click here](#) for instructions.



2. Once logged in click on the Outlook button along the left-hand side.



3. You will receive an email for the meeting from the organiser, it will look similar to the image below and will be sent to your child's email account.



Meeting

🕒 Wed 05/05/2021 3:00 PM - 3:30 PM No conflicts

👤 Jarvis Deveson invited you Didn't respond 1

Messages

Meeting Details



Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)



Viking Academy Trust

'One Childhood, One Chance'

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

4. Near the time of the scheduled meeting click the link in the email that says **'Click here to join the meeting'**
5. Once you have selected Join, a new window will open you can now choose to use the web app or if you have Teams downloaded you can select to open it here. We recommended just clicking **'Join on the web instead'** if you are unsure whether you have teams downloaded or not.

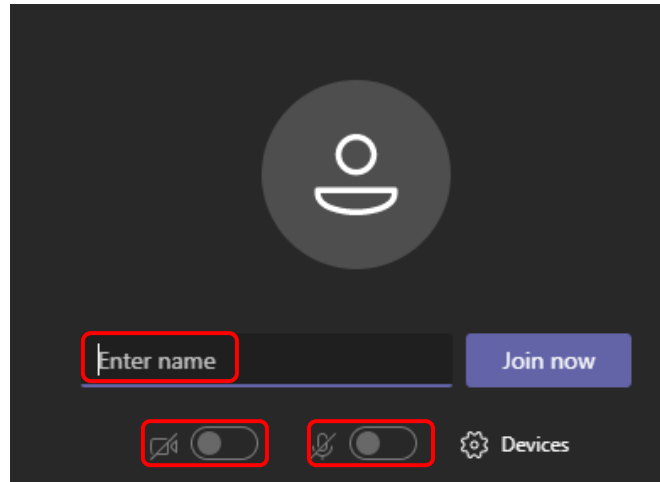
Experience the best of Teams meetings with the desktop app

Download the Windows app

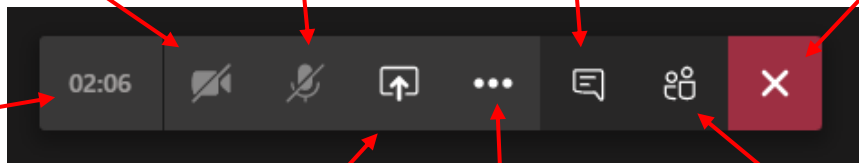
Join on the web instead

Already have the Teams app? [Launch it now](#)

6. A new box will load, here you will want to put in your name and select the buttons to turn audio and video on.
Most laptops and mobile devices have microphones and webcams built in if you are using a desktop without these built in you will want to plug in some headphones which usually have a microphone built in or a webcam which also usually have microphones built in.



7. You will now be on Microsoft Teams and in the meeting. There is a bar at the bottom this is used in the following way.



Allows you to turn on and off the video from your webcam.

Allows you to turn on and off the audio from your microphone.

This button allows you to use the text chat feature.

End the call this will take you out of the meeting.

This shows how long the call has been on for.

This allows you to share your screen with everyone else, so whatever is on your screen they can see for example word documents etc.

This will open a menu that allows you to:

- Enter full screen
- End meeting
- Show notes

This shows other participants.