

## Microsoft Teams Meeting Guide



Follow these steps to join your child's class teams and set up for live meetings. This will enable us to have some virtually face-to-face time together as a class and get ourselves prepped for each new day of home learning!

- 1) If you haven't already, please download Microsoft Teams here:  
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>  
Teams can be used on PCs, laptops and phones, providing they have microphone and camera access. It can be accessed via the web browser or using an app.
- 2) Click on the Teams Link named Good Morning (followed by your child's class name).
- 3) Once you click on the link, you should be greeted with a message as shown below. Please click 'Join'.

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## Microsoft Teams meeting

### Join on your computer or mobile app

Click here to join the meeting

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Once we have received your request to join, we will accept it. You will then officially be part of the class meeting! Hooray!

Each weekday meeting will be scheduled for the same time (The time for your child's class will have been emailed to you). Simply click join. **Please ensure that your camera is switched on and your microphone is muted to start with.** We will indicate to the children when they can switch microphones on.

We appreciate that doing this the first few times may well involve a few teething issues. Please bear with us! We believe this will be fantastic way to maintain our whole class communication, as well as being a fun, upbeat start to our days!

As always, don't hesitate to contact us if you have any further questions using the [homelearning@hinguar.southend.sch.uk](mailto:homelearning@hinguar.southend.sch.uk) or [teachers@hinguar.southend.sch.uk](mailto:teachers@hinguar.southend.sch.uk) emails.

Best wishes

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