

# Effective Teaching & Learning



## Parent Tips for Accessing Microsoft Teams

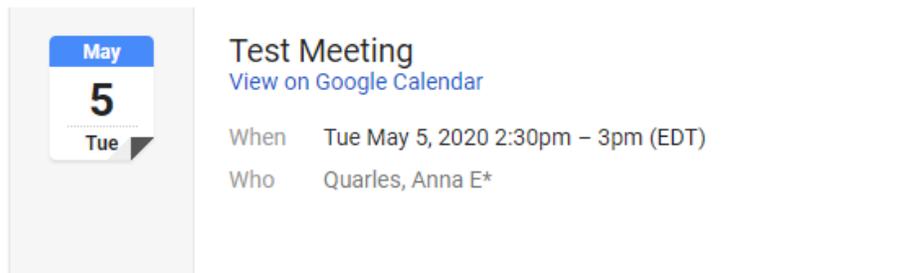
### How to access through the online link:

**Step 1:** Log in to your email that you use to correspond with teachers.

**Step 2:** There will be an email in your inbox from your child's teacher.



**Step 3:** Open the email. You will see a calendar meeting with the date and time. At the bottom you will see “Join Microsoft Team Meeting.” You will click this link to join the meeting. You also have the option to call in by phone.



Test

### Join Microsoft Teams Meeting

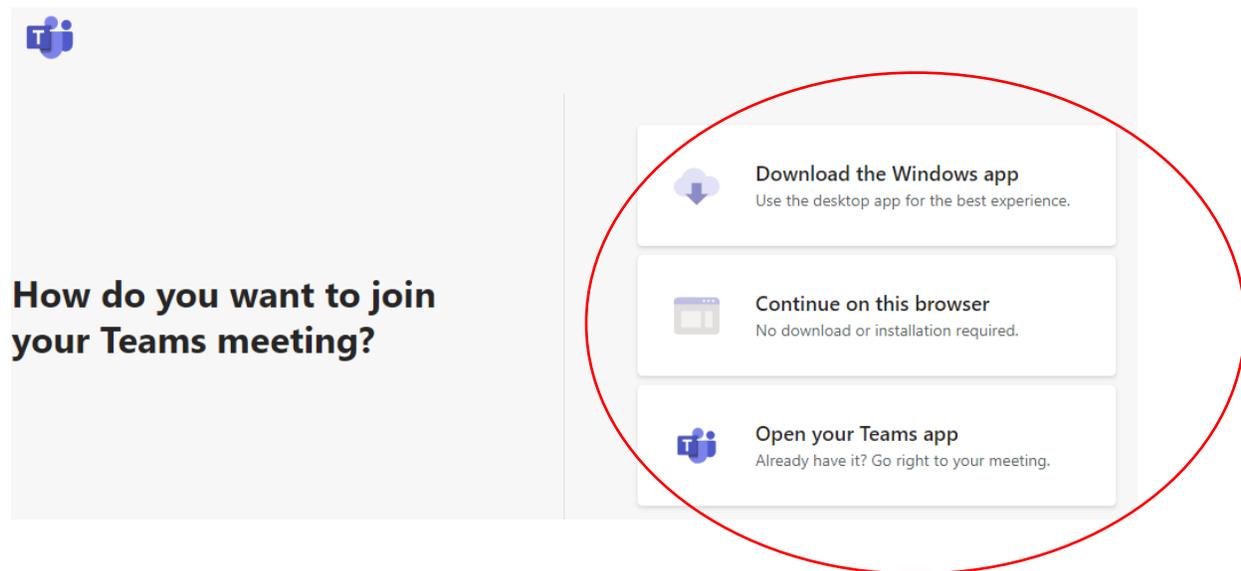
+1 336-790-6553 United States, Greensboro (Toll)

Conference ID: 654 626 515#

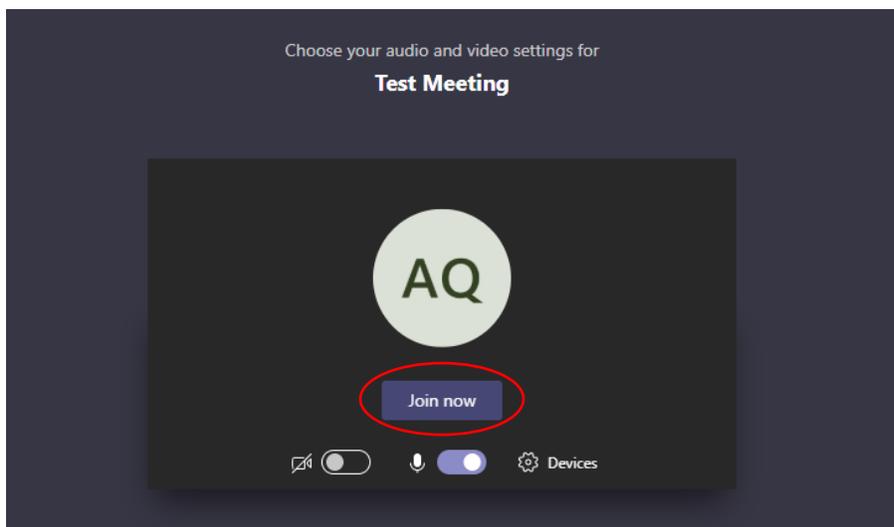
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**Step 4:** If joining through the computer link, click on the Link that says “Join Microsoft Teams Meeting”. You will then be asked on how to join. You can download the windows app or join from the browser. Most people have better connection by downloading the app. If you have already participated in a teams meeting, you may have the app downloaded and you can just open your teams app.

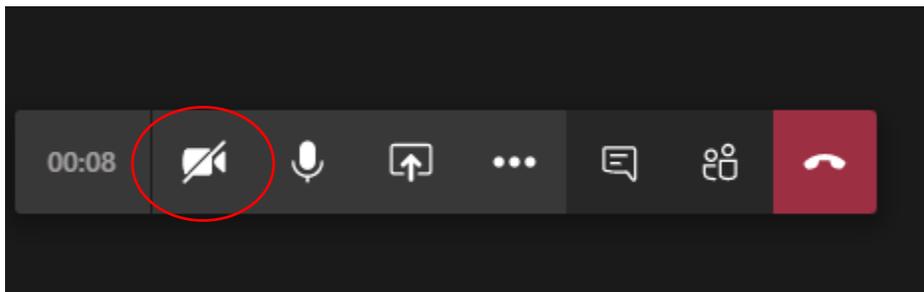


**Step 5:** After selecting how to join the meeting. You will automatically be taken to the teams meeting. You will then click the button that says Join Now. This page also allows you to turn on your camera and microphone.

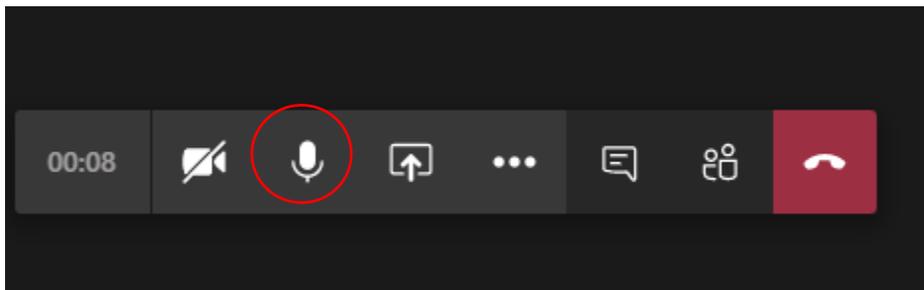


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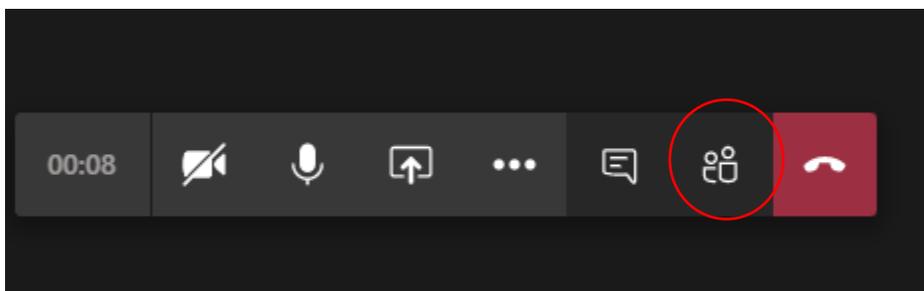
Step 6: After pushing join now, you will then be in your meeting. You have a toolbar at the bottom in which you can operate your camera and your microphone. There is also a red telephone in your toolbar to leave the meeting. To enable the video camera, click on the camera icon if you did not do so when you first logged in.



Step 7: In order to speak, you will have to unmute yourself by pushing the microphone icon. If there is a slash mark through the microphone, then you are muted. When the slash mark disappears you are unmuted.



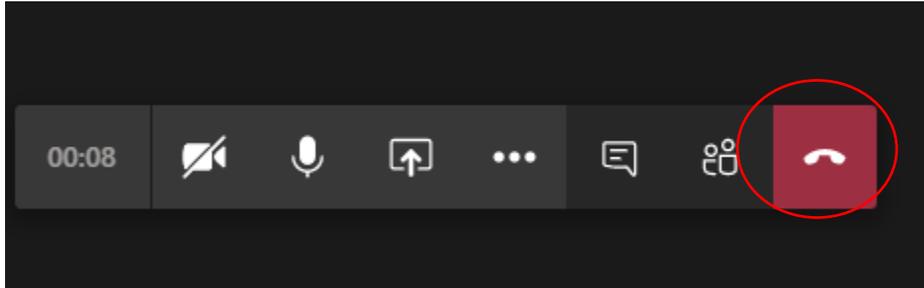
Step 8: To view participants in the meeting, you can click on the people icon to see who all is present in the meeting.



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Step 9: When the meeting is over, you will click the red phone icon to leave the meeting.



## How to access Microsoft Teams through Phone:

Step 1: You child's teacher will provide you with a telephone number to call into the meeting. Your teacher will also send an email that has the phone number and conference ID. The number below is just an example. You will get your own personalized number and meeting ID from your child's teacher.

### Join Microsoft Teams Meeting

+1 336-790-6553 United States, Greensboro (Toll)

Conference ID: 654 626 515#

Step 2: At the time of the meeting, call the telephone number that your child's teacher has provided and you will then join the meeting and attend via teleconference.

Step 3: When the meeting concludes, your child's teacher will end the meeting for all which will then end your teleconference or you can just hang up the call.