

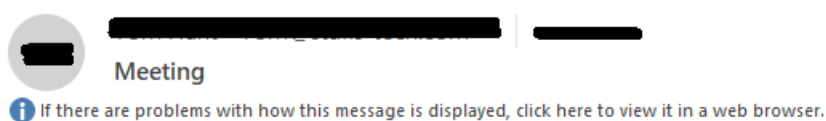
## VIRTUAL PARENTS' EVENING MEETINGS

Meetings will be taking place via Microsoft Teams.

You do not need to have a Microsoft Teams account; it works on all mainstream operating systems.

### Lets begin!

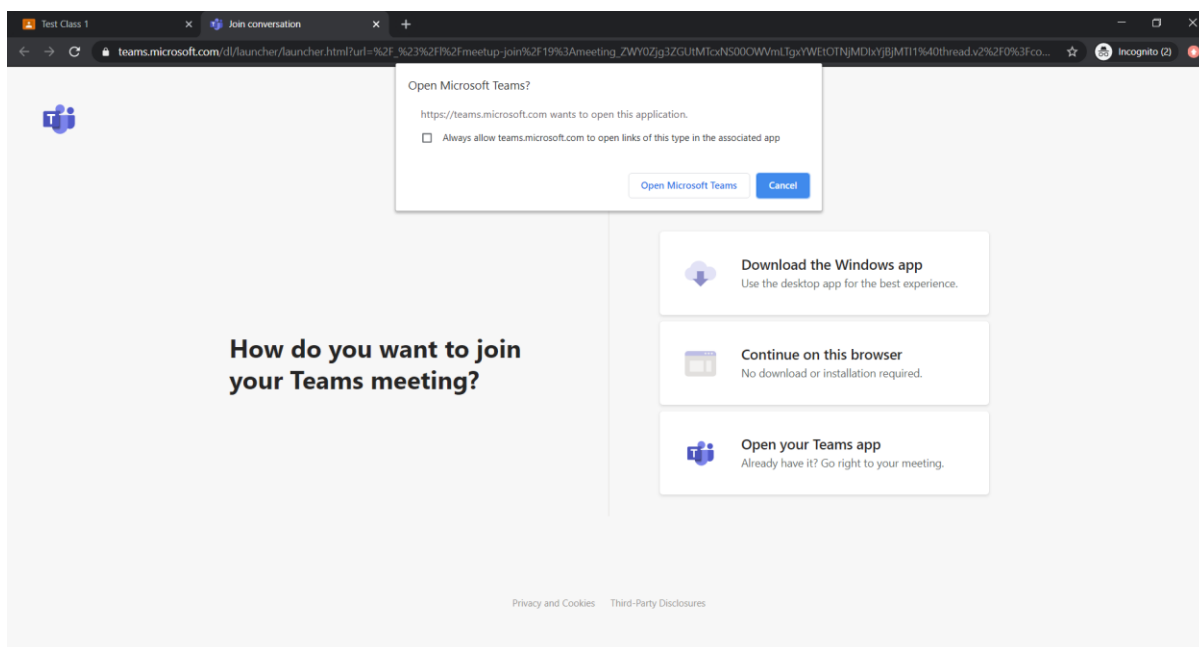
When the staff member wishes to meet with you, you will receive an email with a link to the meeting in it. The email should look like this:



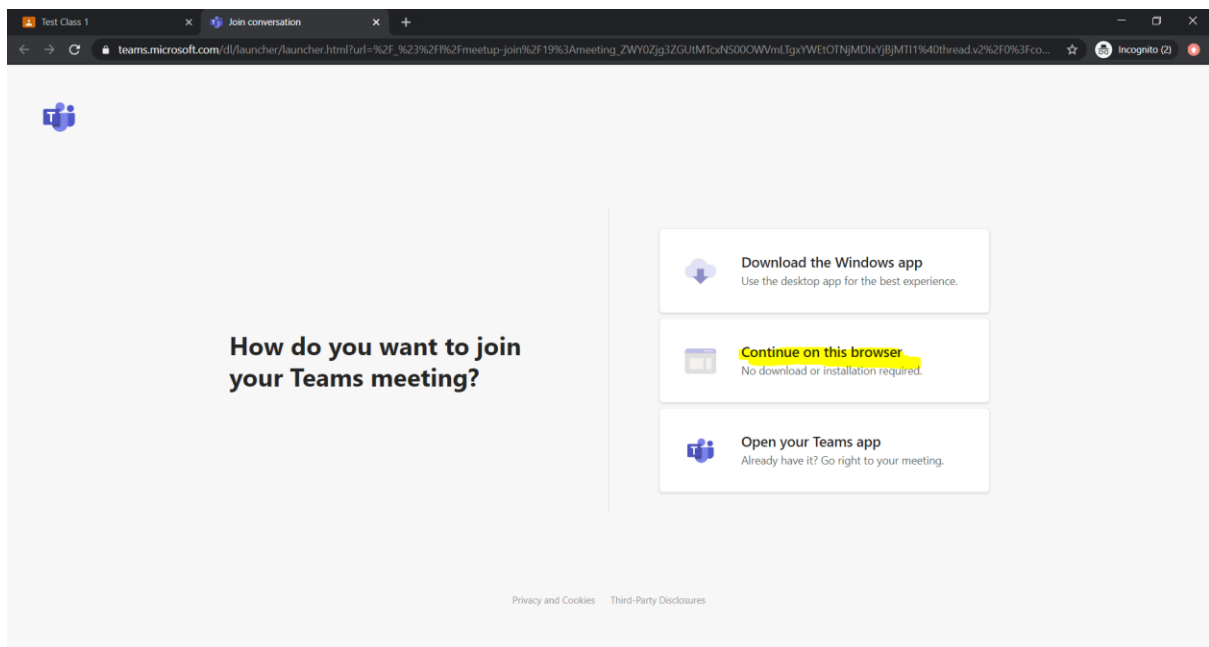
### [Join Microsoft Teams Meeting](#)

[Learn more about Teams](#)

Please click the link

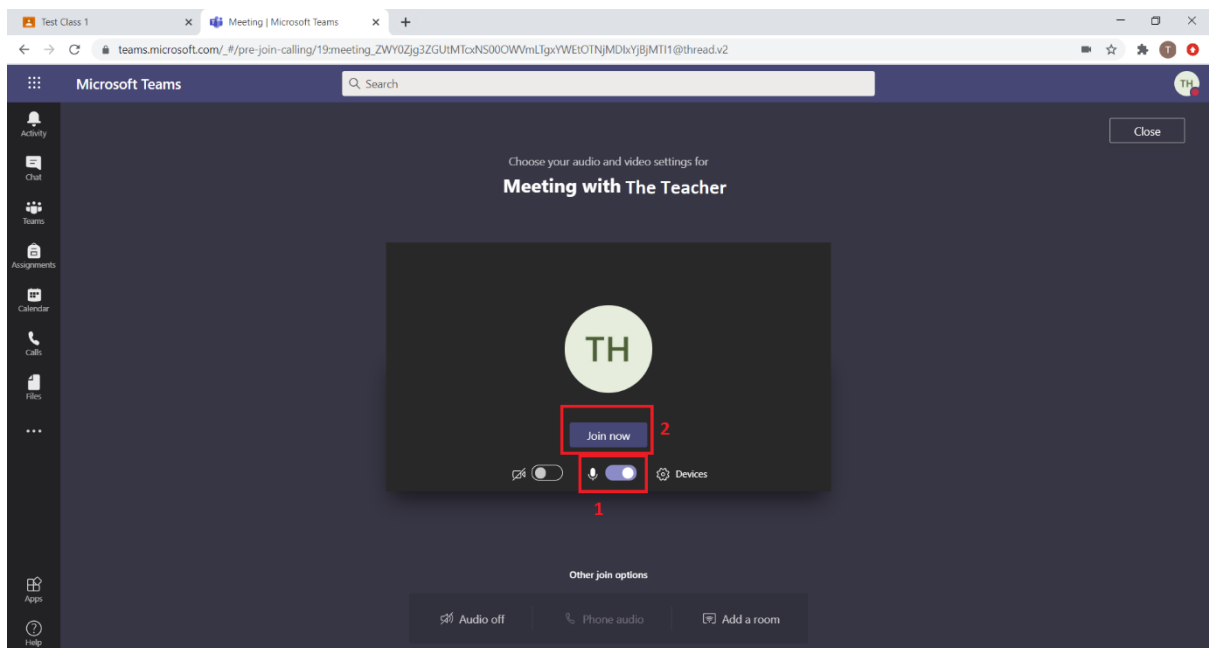


Please click 'Cancel' when this box appears.  
If it does not appear, please continue.



Please click 'Continue on this browser'

You will now be presented with this screen:



1. Please make sure this toggle is to the right, this means your microphone will be on.
2. Once you have checked this, please click 'Join Now'. You may have to wait a short while for the teacher to allow your connection into the meeting.

You should now be in the meeting.