

Microsoft Teams Meet Up Instructions for Parents/Guardians



Parent/Guardian must complete this steps

1. Download the app '**Microsoft Teams**' onto a phone/computer or device.
 - You don't need an account or email.
 - Stay logged out on the morning of the 'meet up' if you have an account already.
 - On the morning of the 'meet up', the class teacher will send a link via Aladdin Connect. It cannot be posted on the website due to security concerns unfortunately.
2. At **the scheduled time of the meeting**, click the link.
 - The link will open Microsoft Teams.
3. Select **Join as a guest**
 - Please enter your child's name when prompted.
 - It will ask you to wait in the lobby until the teacher joins you into the meet up.

Other information

- Cameras and microphones are welcome to be turned on. The teacher may mute microphones at certain times, depending on noise levels but they can be unmuted when/if your child wishes to speak.
- Normal school rules apply during the meeting.