

TEAMS – FAMILIES AND LEARNERS

JOINING A TEAMS MEETING

WHAT DO FAMILIES AND STUDENTS SEE?

Students and Families will receive a message with a purple text: **Join Microsoft Teams Meeting** in an email or calendar invitation

[Join Microsoft Teams Meeting](#)

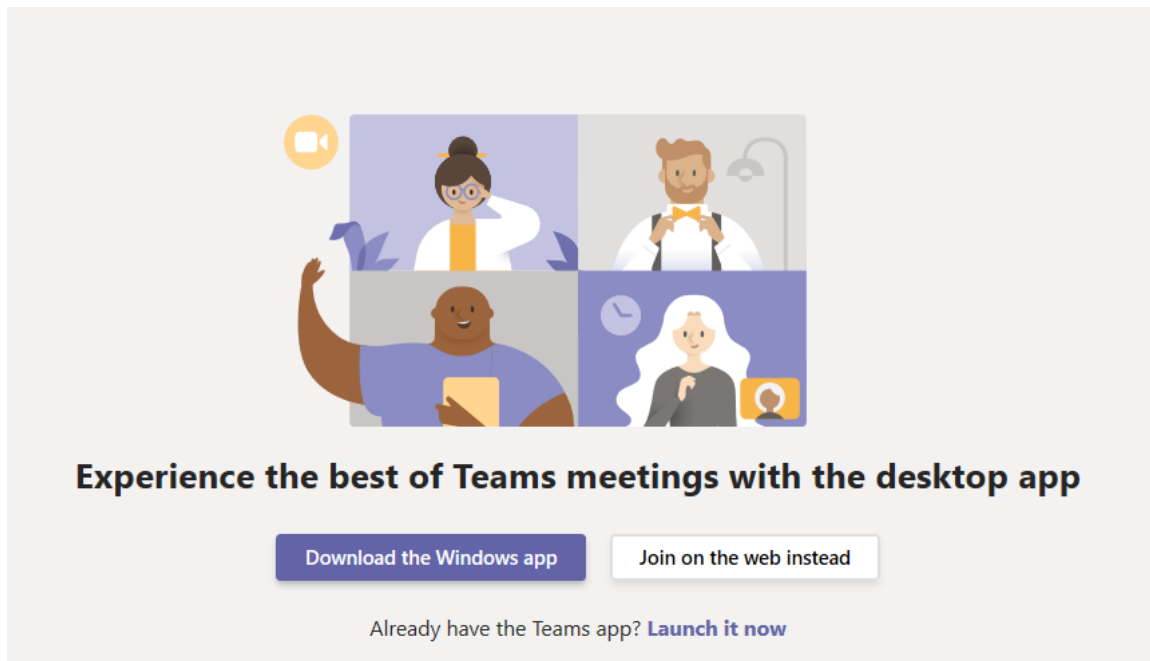
[Learn more about Teams | Meeting options](#)

Students and Families could also receive an email directly from the teacher with a link to the Meeting or receive directions to click on a link posted on a Google Classroom.

THE MOST IMPORTANT THING... JOIN AS GUEST

Students and Families cannot log in to Teams. You **MUST** join meetings as a guest. This is true for Computers, Chromebooks, tablets and smart phones.

JOINING A TEAMS MEETING ON A LAPTOPS/DESKTOPS/CHROMEBOOKS



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](#)

The easiest way to join on a computer is by clicking **Join on the web instead**. The Teams meeting will open in a tab in your web browser ie Google Chrome.

Choose to download the app if you like. During the install of the Desktop app you will be asked to log in. You cannot log in so finish the install, close the app, and click the link you received in your email or calendar. This time the desktop app will open for you so you can join the meeting.

When you click **Join Now** you will be placed in the meeting lobby. When the teacher is ready you will be brought into the meeting.

JOINING A TEAMS MEETING ON A TABLET OR SMARTPHONE

You MUST install the Microsoft Teams App if you are using a Tablet or Smartphone

Teams for Android: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_CA

Teams for iOS: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

ONCE THE APP IS INSTALLED ON YOUR PHONE OR TABLET

Go back to the email or calendar invitation and click on the meeting link again.

[Join Microsoft Teams Meeting](#)

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

1. Join as a Guest
2. Allow your Microphone so you can speak during the meeting
3. Enter your full name
4. Click Join meeting
5. You will sit in the Waiting Room until the Teacher joins the meeting
6. You are in the meeting
 - a. Mute your microphone
 - b. Click chat to type questions for the teacher
 - c. Click End Call icon to leave meeting

