

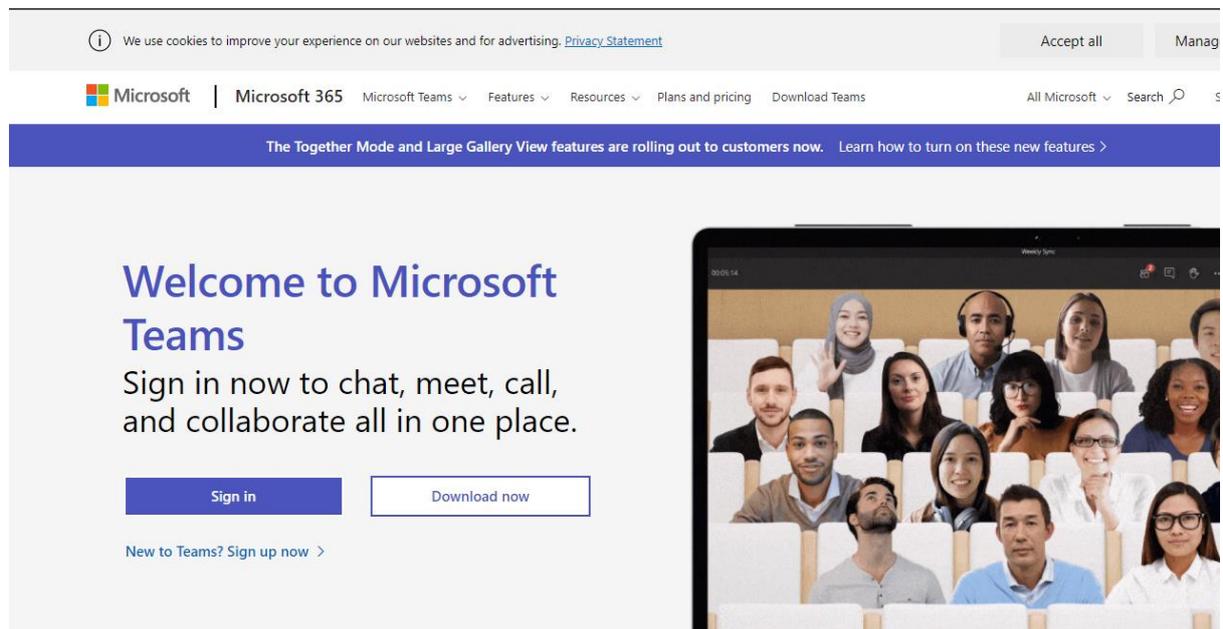
## Accessing your TEAMS Meeting Crib Sheet – Microsoft Teams (Windows)

Firstly, open a web browser (Microsoft Edge, Google Chrome or Mozilla Firefox are recommended) and in the address bar at the top, enter the following:

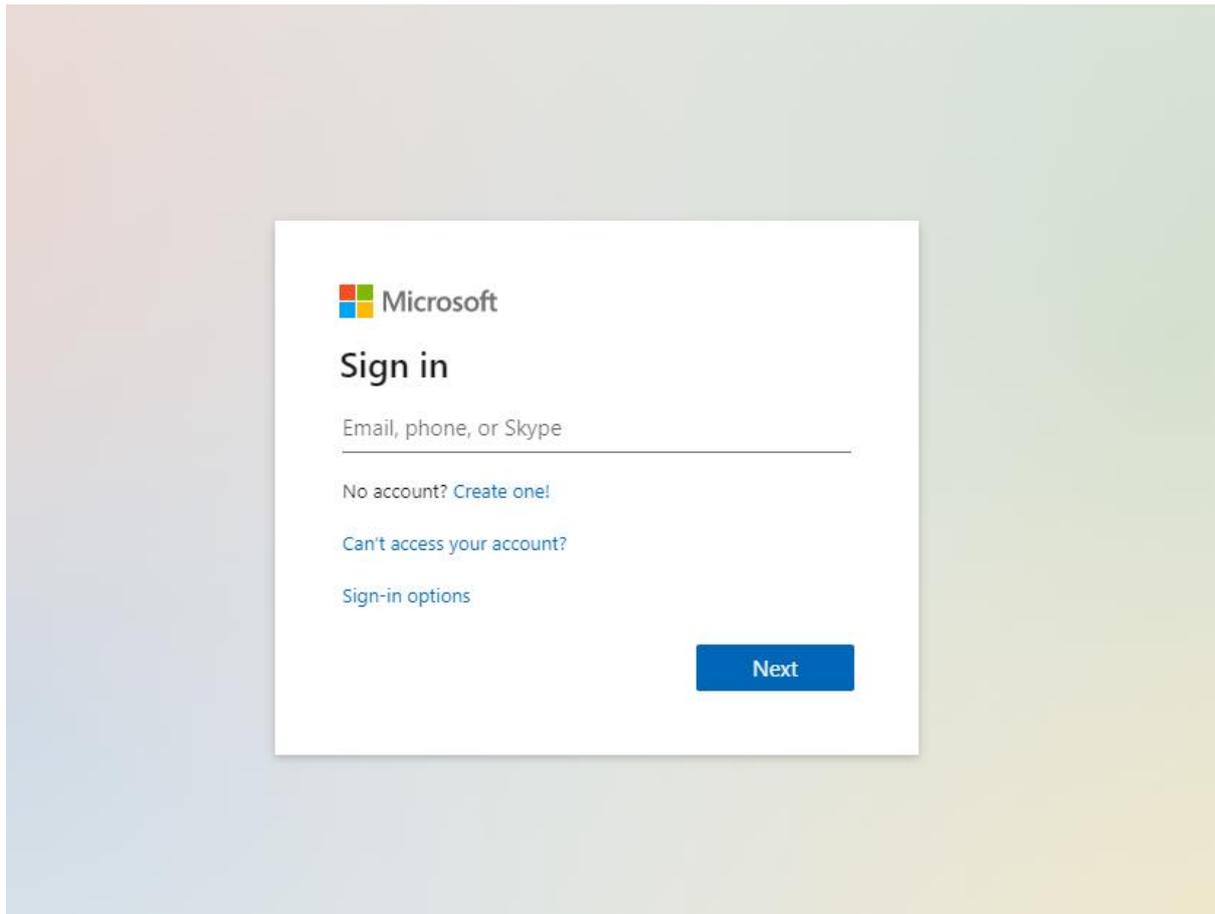
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

then click enter.

On the following screen, click “Sign in”



This should then load the following page displayed below:

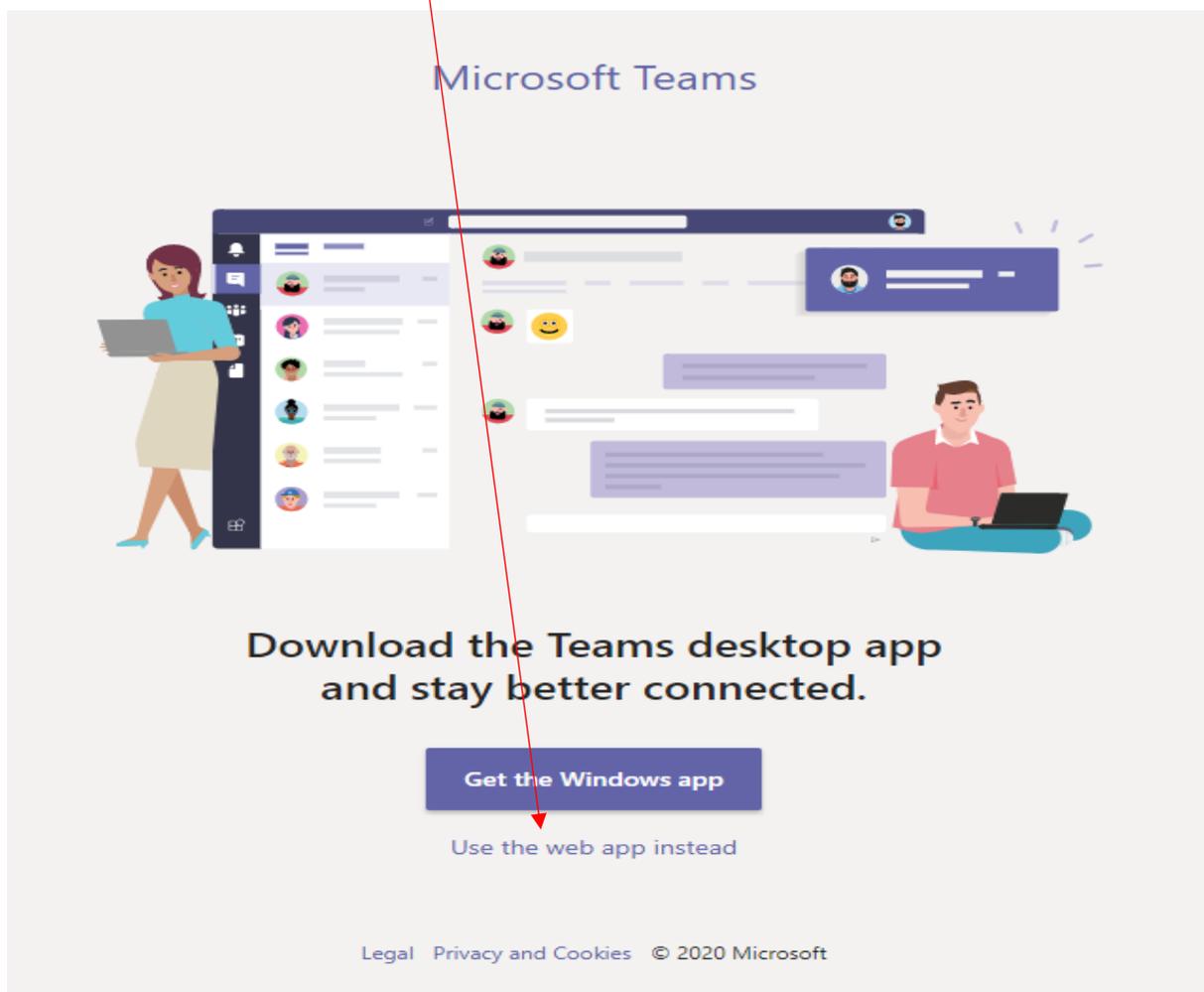


Next enter your child's username which you will have received from the school and click next. Your child's username will look something like:

[YAS15JSmith@sotterington.dalesmat.org](mailto:YAS15JSmith@sotterington.dalesmat.org). The username is not case sensitive.

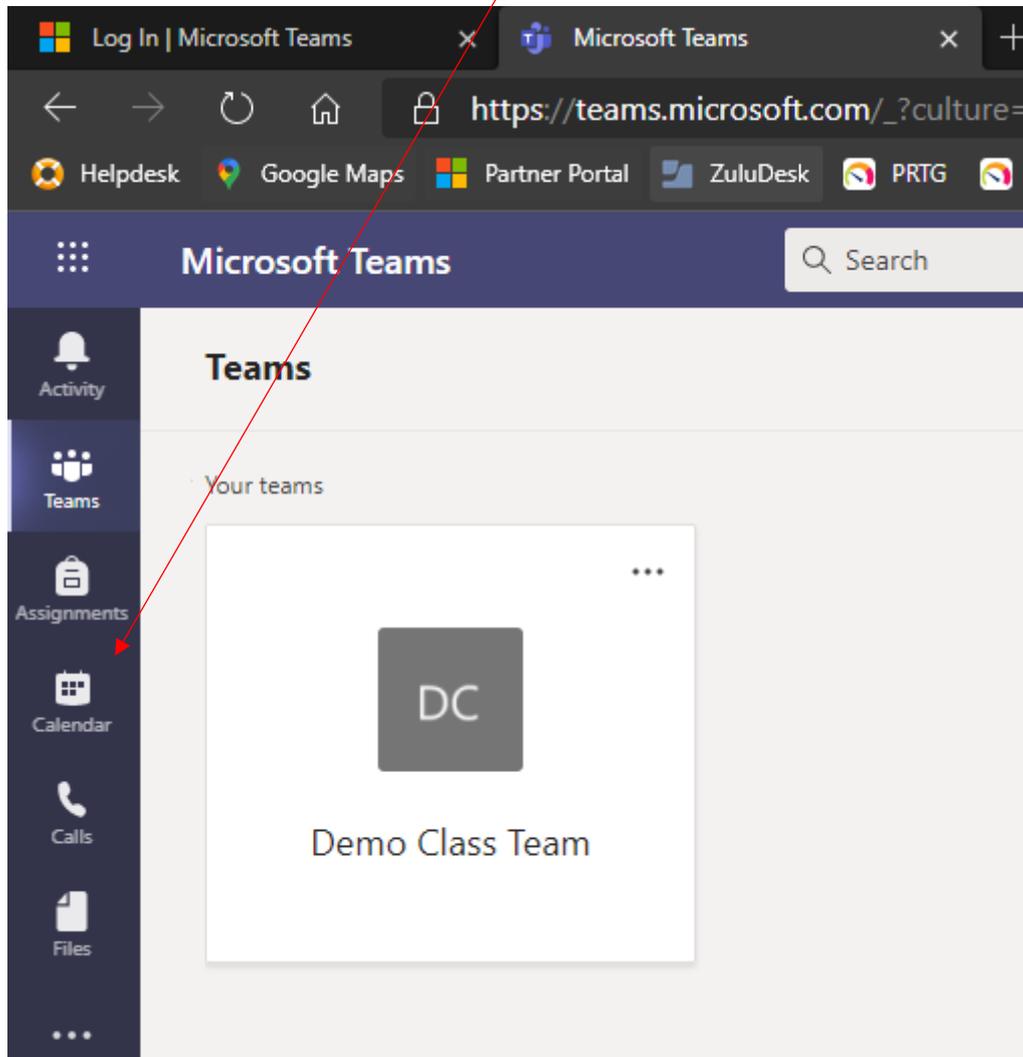
Then enter the password which will also be given to you by the school and click enter. This will then log them into Microsoft Teams.

On the next page, choose “Use web app instead” link.

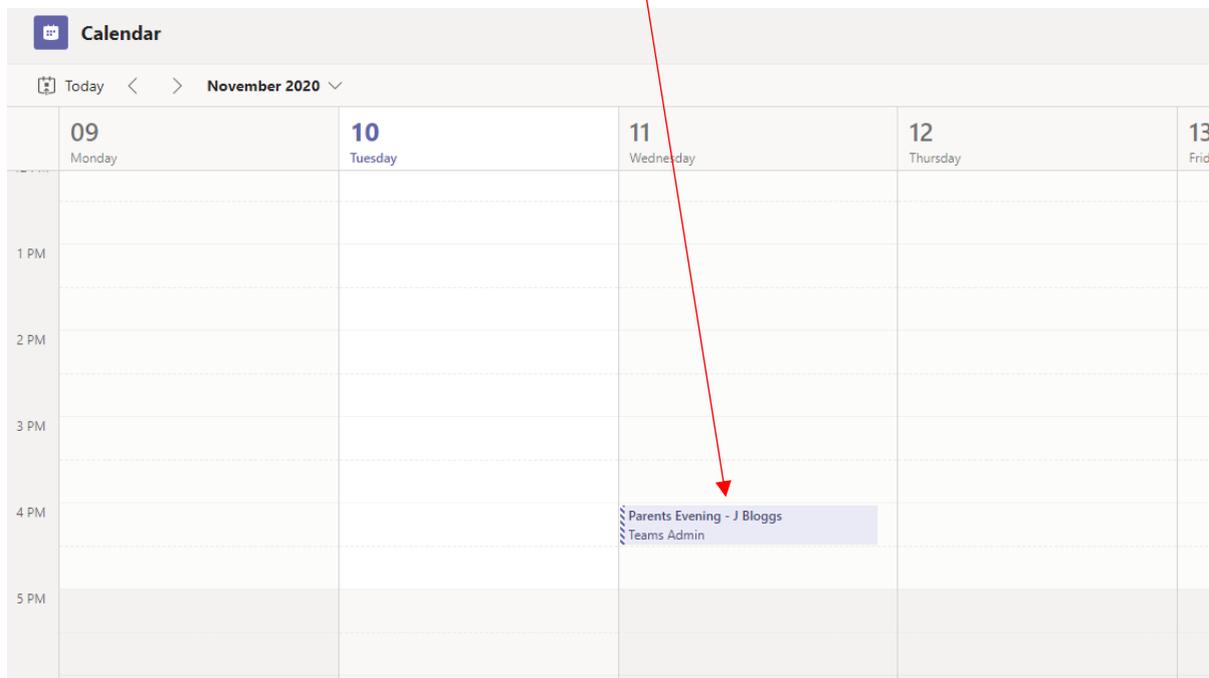
The image shows a landing page for Microsoft Teams. At the top, the text "Microsoft Teams" is displayed in a blue sans-serif font. Below this, there is an illustration of a woman on the left holding a laptop and a man on the right sitting on the floor with a laptop. In the center, there is a large, semi-transparent screenshot of the Microsoft Teams interface, showing a list of contacts on the left and a chat window on the right. Below the illustration, the text "Download the Teams desktop app and stay better connected." is written in a bold, black sans-serif font. Underneath this text, there is a dark blue button with the white text "Get the Windows app". Below the button, the text "Use the web app instead" is written in a smaller, blue sans-serif font. A red arrow points from the text "Use the web app instead" up to the "Use web app instead" link in the screenshot above. At the bottom of the page, the text "Legal Privacy and Cookies © 2020 Microsoft" is written in a small, grey sans-serif font.

This will then load Microsoft Teams.

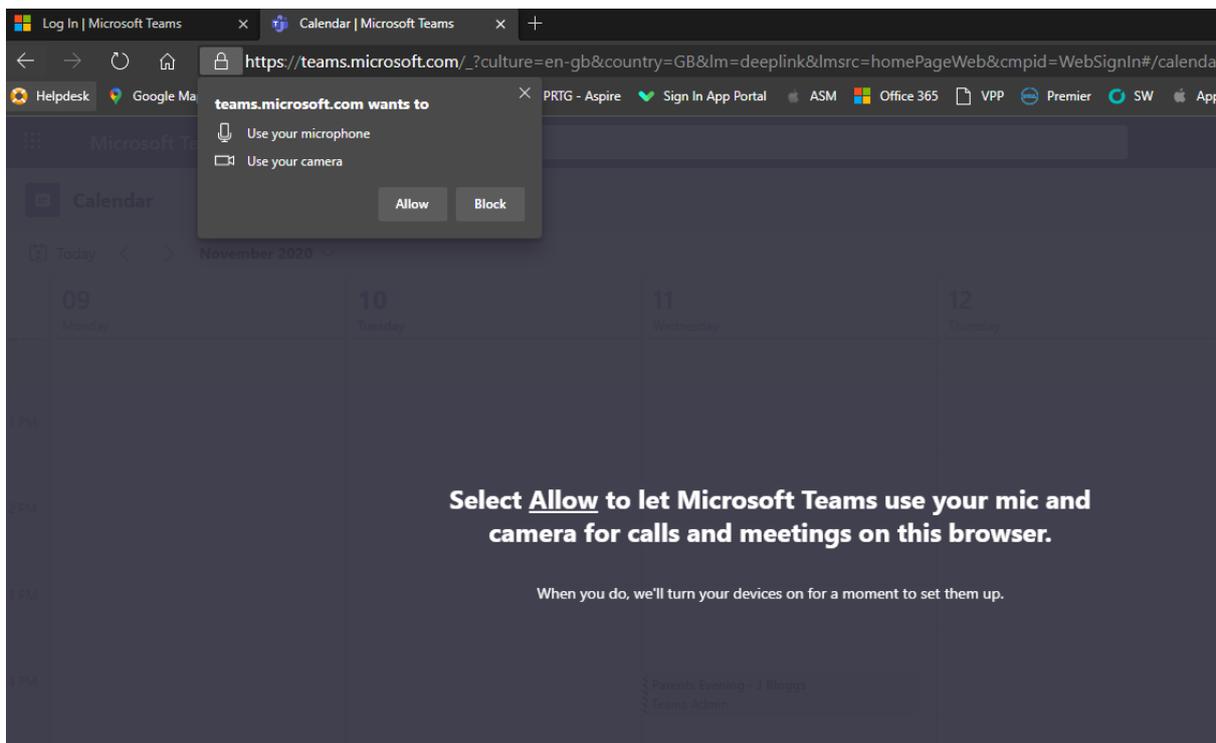
Once Microsoft Teams has loaded, click on the “Calendar” icon on the left-hand side of the screen. This will open the calendar where your meeting with your child’s teacher has been scheduled.



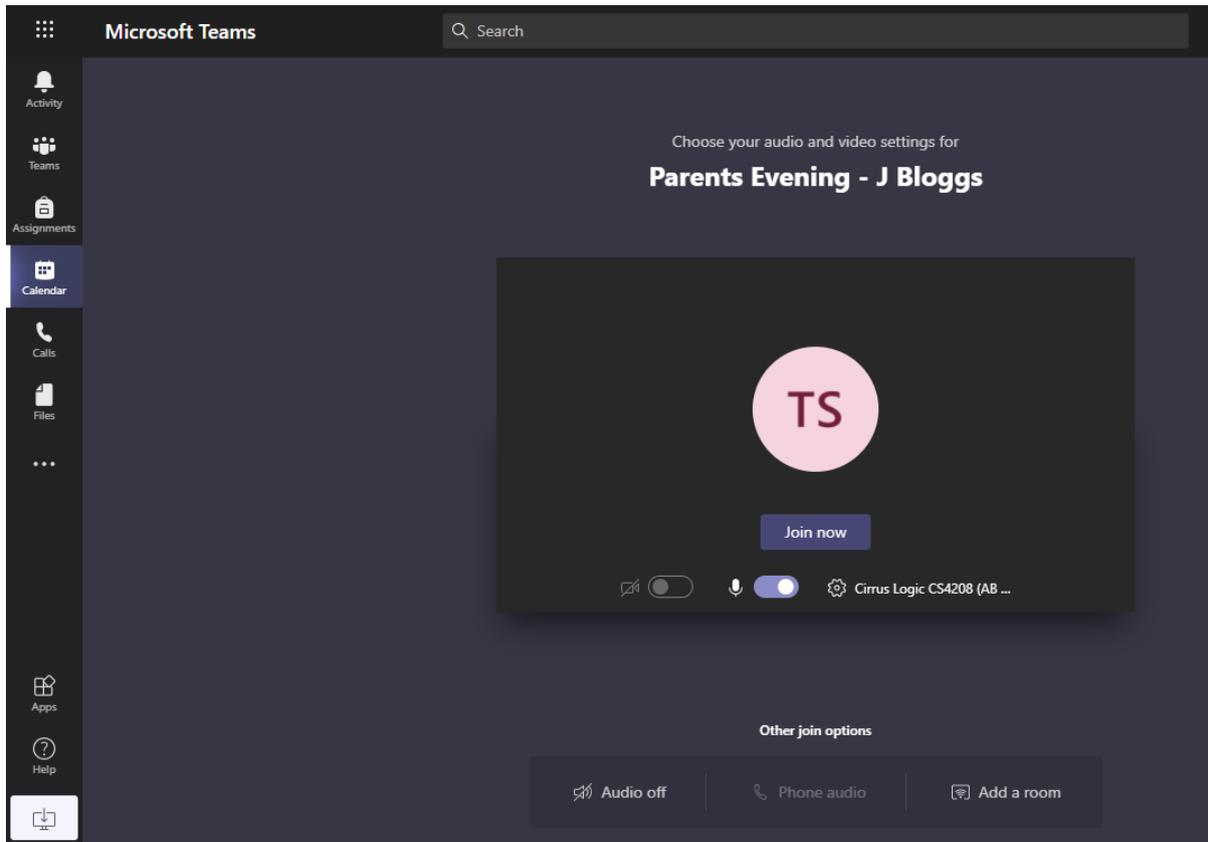
On the calendar page, you should be able to see the meeting on the date and time that was agreed with your teacher. Click onto the meeting icon and then click join. An example of what the meeting will look like on your calendar is displayed in the screenshot below:



You may be prompted to allow Microsoft Teams to access your Camera and Microphone by your device. Please click "Allow" so that you can use your camera and microphone to have the meeting with your teacher on Microsoft Teams.



Then click ensure that the camera and microphone buttons are ticked and then click the Join Now button. This will join the meeting with your teacher.



Please enter the meeting around 5-10 minutes before it is due to start to avoid any delays or waiting times with your meeting.

If you have any questions or queries regarding your meeting, please contact the school who can then pass the information onto their IT Technician to investigate.