

# Teams Meetings for Students and Parents

All video sessions at ISB for hybrid and online learning will take place using Microsoft Teams Meetings.

## Getting Ready

### For students using a school-issued laptop:

- Download and install the Microsoft Teams app from Self Service or from the [Microsoft website](#)
- Log in with your ISB email and password

### For Elementary School students using a school-issued iPad:

- The Microsoft Teams app should already be installed on your school iPad.
- Log in with your ISB email and password. If you do not know your email address and password, please ask your homeroom teacher.

### For students using a personal device at home, you have three options:

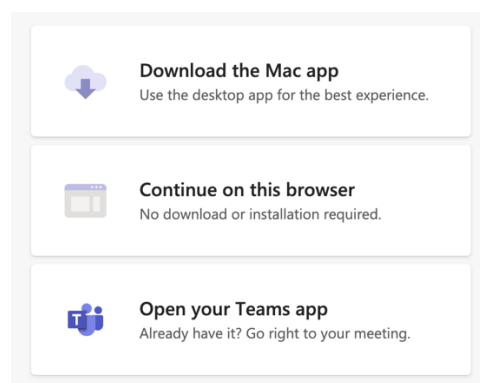
- If you are using a laptop or computer, you can join a Teams Meeting as a Guest (no sign-in required) using the link provided by your teacher in a **Google Chrome or Microsoft Edge browser window**.
- If you are using a laptop or computer, you can download the Microsoft Teams app from the [Microsoft website](#) and sign in with your ISB email and password.
- If you are using an iPad, you must download the Microsoft Teams app from the App store and log in with your ISB email and password.
- If you are using an Android tablet, download the Microsoft Teams app from your app store and log in with your ISB email and password.

For Teams Meetings, we do not recommend that students connect with a mobile phone. Either a computer or a tablet-device is recommended.

## Joining and Participating in a Teams Meeting

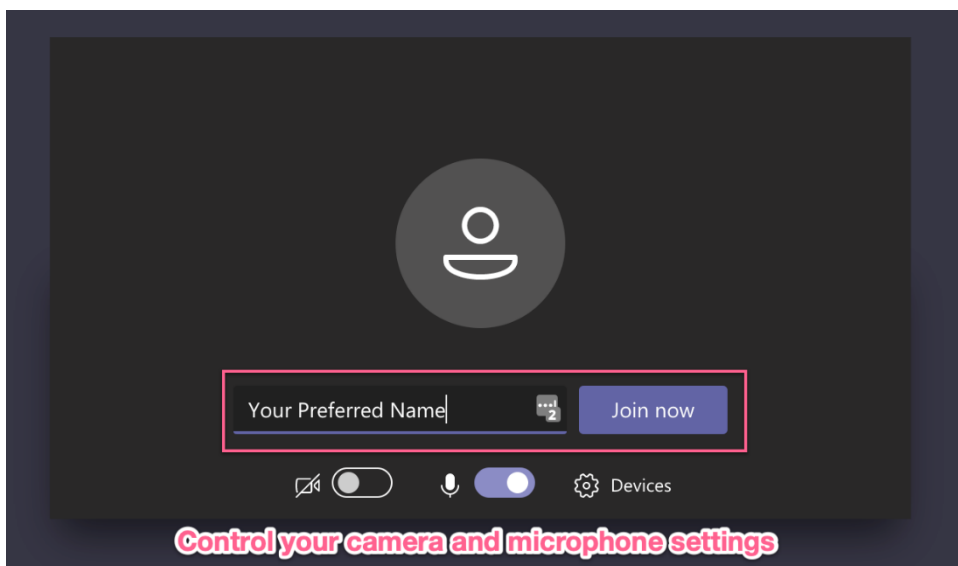
Your teacher will share with you a link to join a Teams Meeting. Simply click the link to join the meeting.

If you are using a laptop or computer, you should be using Google Chrome or Microsoft Edge as your web browser. You then have the choice to decide how you want to join the meeting.

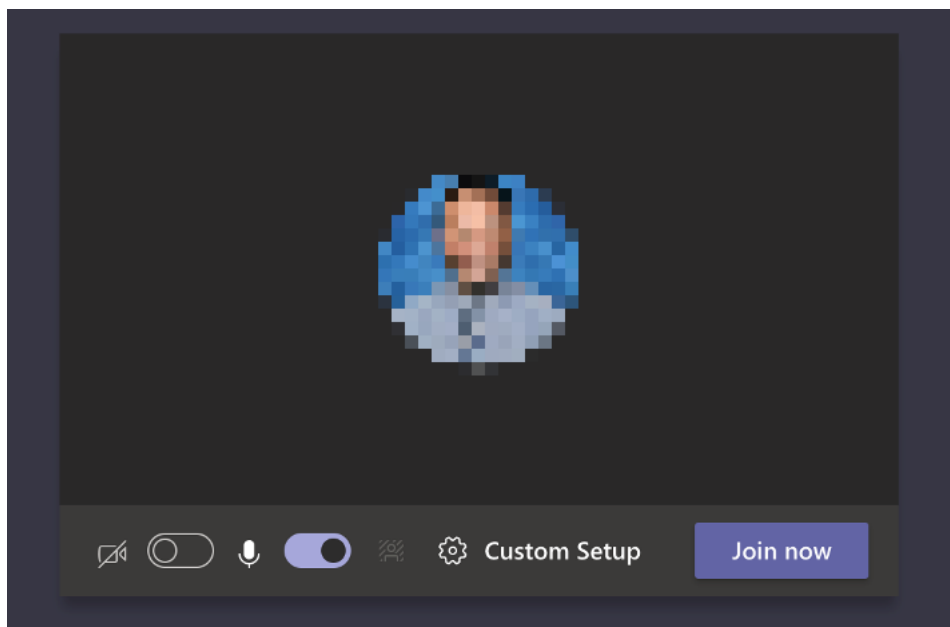


If you join using the Teams App, you will need to sign in with your ISB email address and password. (For younger students, this information can be provided by your homeroom teacher.)

If you choose to join using the browser, you will join as a Guest and need to provide your preferred name. Please do not use a nickname or screenname; use the name that your teachers and peers know you as.



If you choose to join with the Microsoft Teams app, your name and picture will already be displayed:

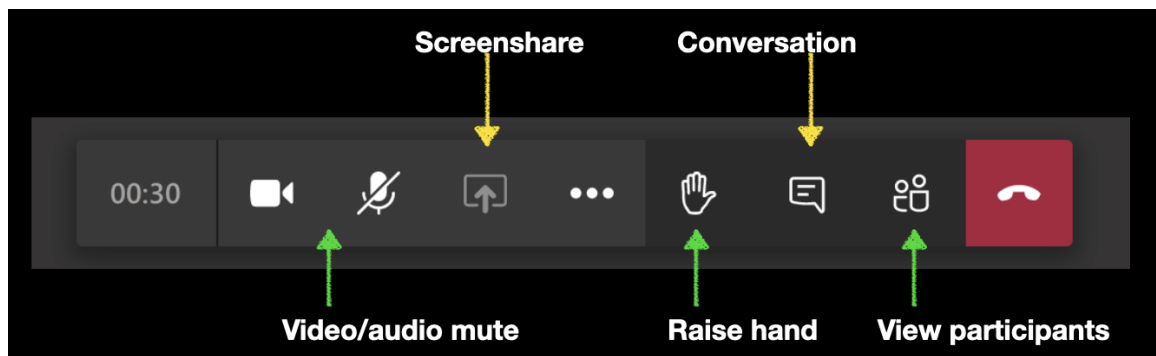


Once you join the meeting, you will be placed in the Lobby until your teacher let's you into the meeting.

**When the meeting starts, we'll let people know you're waiting.**

If you're the organizer or the invite came from your work or school, please sign in.

Once inside the meeting, you can turn your camera or microphone on or off, you can raise your hand so your teacher and classmates can see, you can chat in the in conversation tab, or you can view the participants of the call.



You can also right click on any person's video and choose "fit to frame" or "fill frame" to change the display. You can also choose "pin" to focus on a specific video feed – like your teacher – regardless of who is speaking.

To leave the meeting, push the red button.