

Virtual Meeting Directions for Parents

1. Parent will get an invite in their email.
2. Parent will respond to the invite.
3. Meeting organizer will get an email regarding the parent's response to the invite.



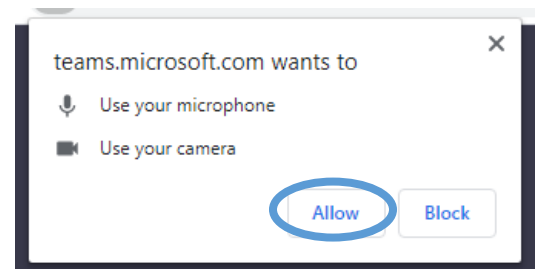
NOTE: If you are using a MacBook or a mobile device, such as an iPad, iPhone, Android, or tablet, you will need to download the Teams app from the [App Store](#) or [Google Play](#) prior to the meeting.

4. Parent will click **Join Microsoft Teams Meeting** from their email or calendar.

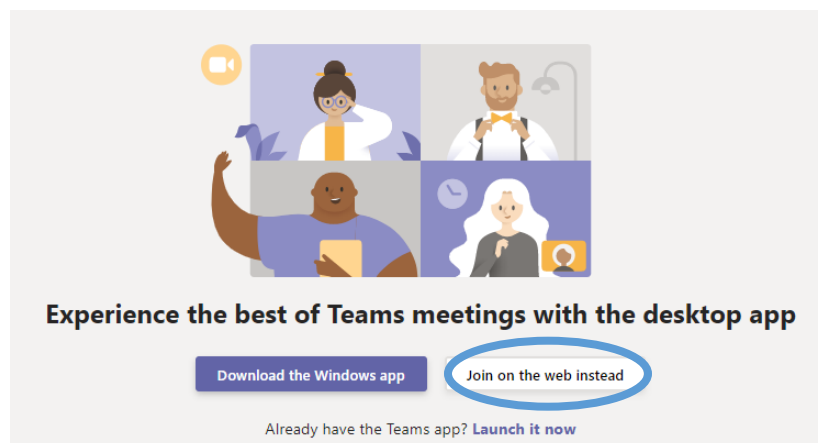
[Join Microsoft Teams Meeting](#)

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

5. Parent will need to click “**Allow**” for the microphone and/or camera. The camera can be turned on/off before joining the meeting. The camera default is the “off” mode.



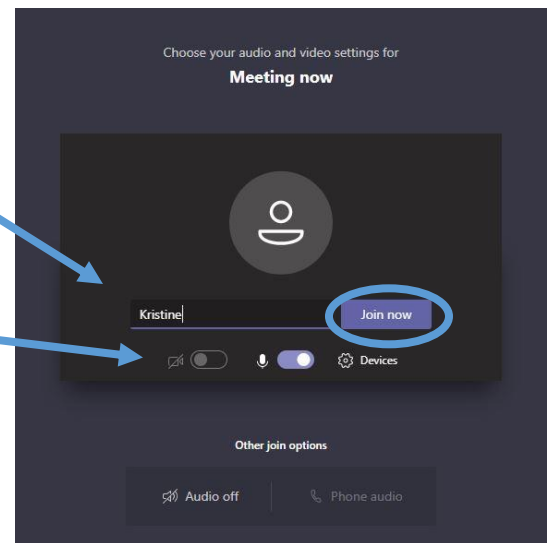
6. If the parent does not have or does not want to get the Teams app, then he/she will click “**Join on the Web Instead**”.



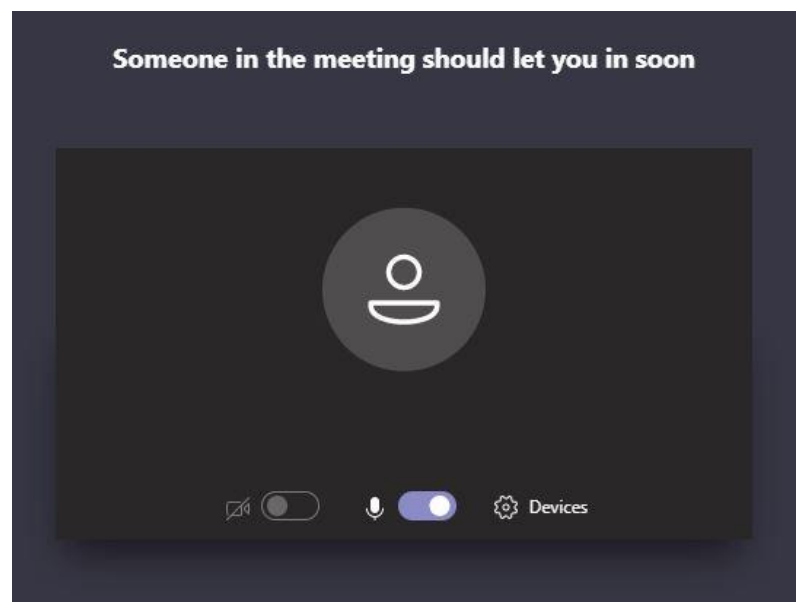
7. Parent will type in their name.

8. Parent can also turn the microphone and/or camera on or off.

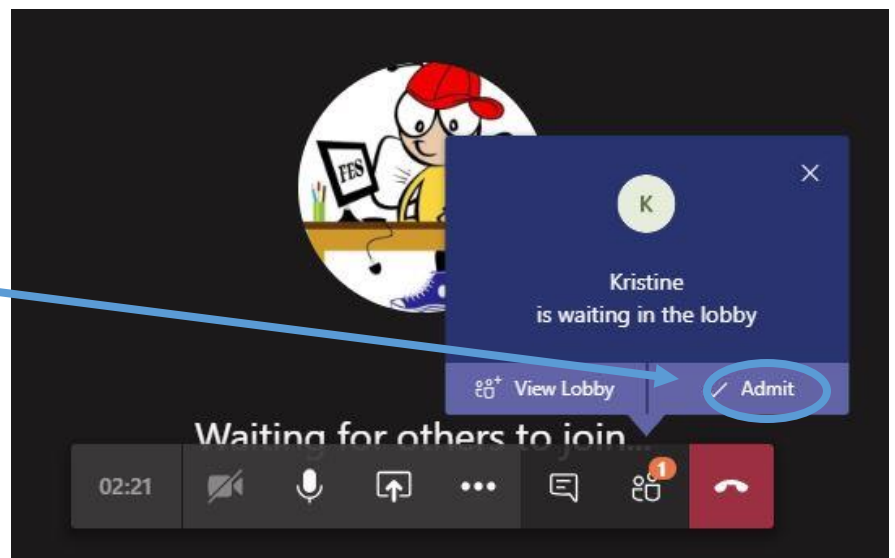
9. Parent will Click “**Join Now**”.



10. Parent will get a notice that he/she will be let into the meeting soon.

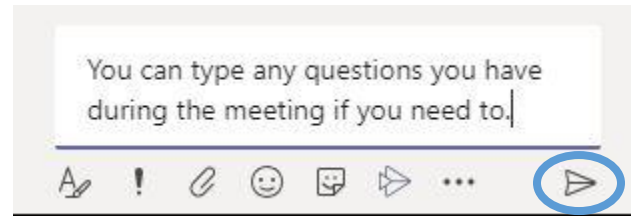


11. Meeting organizer will get a notification that the parent is waiting in the lobby. The meeting organizer will click “**Admit**” to allow the parent to join the meeting.

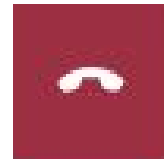


12. The meeting organizer will begin the meeting. Participants will be able to talk to each other, as well as communicating through the chat feature. Note: All members of the meeting will be able to see what is said in chat.

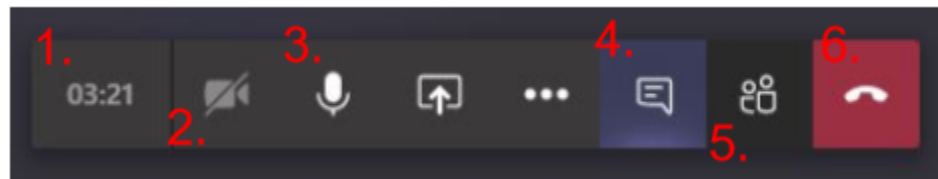
13. To share something through chat, type in your question or comment and then click the “send” icon (looks like a paper airplane).



14. Once the meeting has ended, the parent will click the red phone receiver to sign off.



Meeting Tools:



1. Length of meeting
2. Camera is off (grayed out and with a slash)
3. Microphone is on (white and without a slash)
4. Chat
5. People participating in the meeting
6. Leave meeting