

Digital development talks and meetings using Teams

Due to the current COVID-19 situation, some pre-schools and schools will have development talks and meetings with guardians and pupils online instead of physical meetings. Some schools will use Microsoft Teams for these meetings. This guide shows guardians how to join a Teams meeting.

You can access Teams meetings from:

1. A computer
2. A mobile phone or tablet

If you plan to access a meeting from your mobile phone or tablet, you will need to install the app for Microsoft Teams before the meeting. It is free and available in either Google Play or the App Store, and you do not need to have a Microsoft Teams account.

This is what the school does:

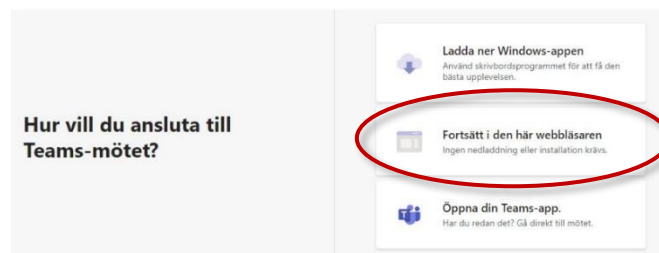
1. A mentor offers certain time slots that can be booked for development talks.
2. Guardians then book an appointment with the mentor.
3. The mentor sends an invitation to an online development talk by e-mail.
4. The development talk takes place using Microsoft Teams.

1. Connecting to a Microsoft Teams meeting on your computer

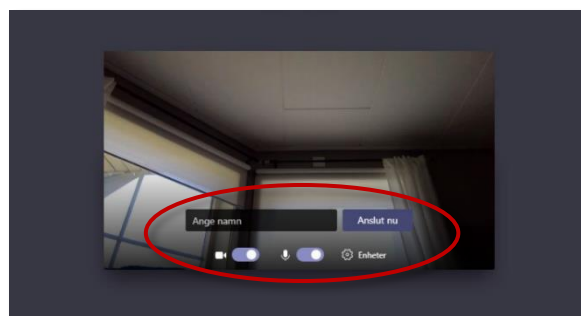
1. Open the e-mail that you have received from the mentor, which includes an invitation to the development talk.
2. Click Connect to Microsoft Teams meeting using the link in the invitation.



3. Select Continue in this browser.



4. Write in your name, click on Connect now and then wait for the mentor to let you join the meeting.



5. Check that your microphone and camera are turned on using the relevant controls.

2. Connecting to a Microsoft Teams meeting on a mobile phone or tablet

You can only connect to this type of meeting if you have installed the Microsoft Teams app on your mobile phone or tablet. The app is free and you do not need a Microsoft Teams account.

Instructions:

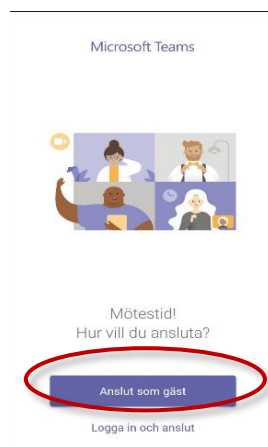
1. Download the Microsoft Teams app from Google Play or the App Store.



2. Open the e-mail from the mentor with an invitation to the development talk.
3. Click Join Microsoft Teams Meeting in the invitation.



4. Select Connect as guest and write in your name.



5. Select Connect to meeting and then wait for the mentor to let you join the meeting.