

Joining via the Teams app on your phone or Tablet

Prior to joining your meeting, please download the Teams app – it is available on iPhone/iPad (iOS) and Android. You do not necessarily need to sign in

All you need to join a Teams meeting is a link which will be sent to your email. It will look like this:

Microsoft Teams meeting

Join on your computer or mobile app

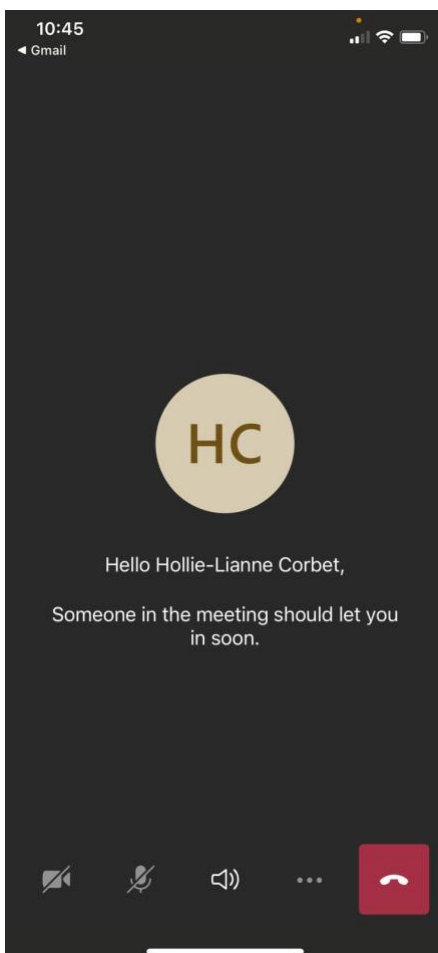
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

The instructions alter slightly depending on whether you already have a Teams account. **You do not need one to join a meeting.**

If you already have a Microsoft Teams account

1. Make sure that the Teams account, open the app and make sure that you are signed in
2. Open the meeting invitation email, click on 'Click here to join the meeting', this will take you straight into the meeting.
3. You will notice that you have been placed into a lobby or waiting room. At your appointment time, your child's teacher will admit you to the meeting. Please be patient as we admit you, your child's teacher has been alerted that you are waiting, they are likely wrapping up the appointment before you:



If you do not have a Microsoft Teams account

1. Open the meeting invitation email, click on 'Click here to join the meeting',
2. This will take you to a page that asks you how you would like to join the meeting. Click on 'Join as a guest'

09:19
← Gmail

Microsoft Teams



Meeting time!
How would you like to join?

Join as a guest

Sign in and join

3. You will now find that you are on a page where it is asking you to enter a name. **It is really important that you enter your child's name, not your own.** Once you have entered their name, click 'Join meeting'

10:36
← Gmail



Type your name, then select
Join meeting.

Joe Bloggs

Join meeting



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