

Joining via web browser on a desktop PC or a laptop

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

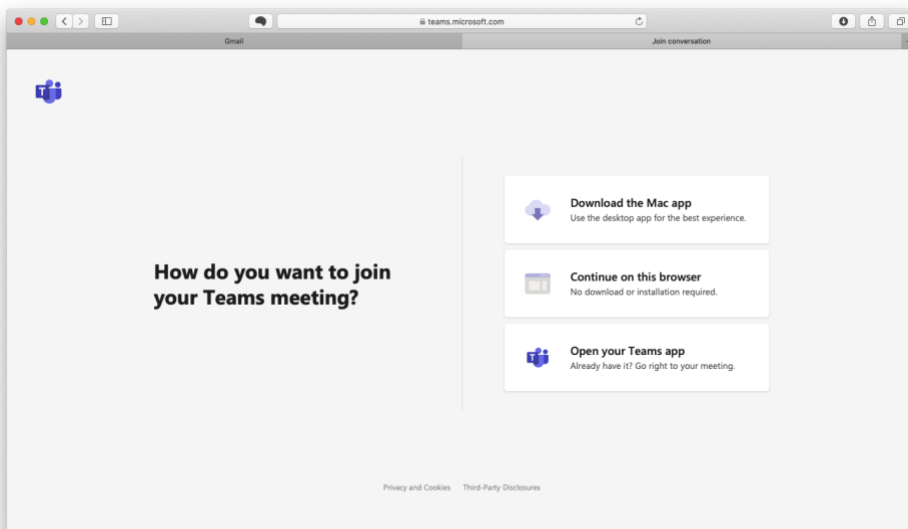
Join on your computer or mobile app

[Click here to join the meeting](#)

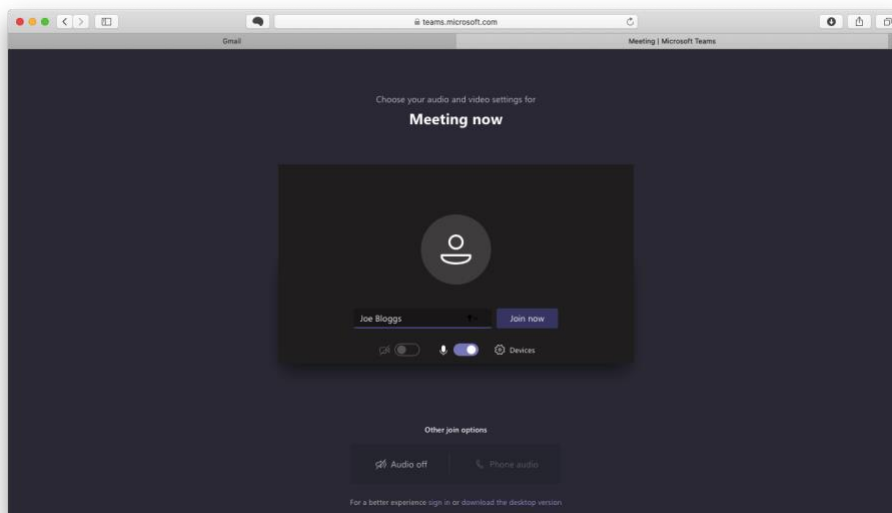
[Learn More](#) | [Meeting options](#)

1. Click on 'Click here to join the meeting', this will take you to a page that looks like this where you will be prompted to either:
 - a. Download the Teams app
 - b. Continue to use Teams in your web browser
 - c. Open the Teams app (if you already have it downloaded)

The features for Teams are almost identical regardless of how you use it, so using it in your browser is often the simplest form – especially if you don't already have the app installed.



2. If you would like to use Teams in your web browser, it will take you to a page where it will ask 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 Now':



- This will place you 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.

