

Attending a Videoconferencing Meeting with Microsoft Teams

A Guide for Parents of Christian College and Other Guest Attendees

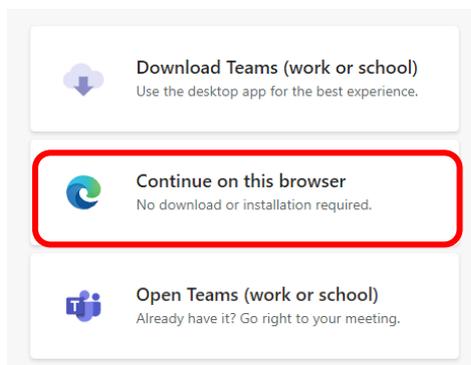
The College has adopted Microsoft Teams as our videoconferencing platform for meetings with remote attendees, including current and prospective parents where applicable.

Meeting attendees can join the relevant Microsoft Teams meeting using the meeting link they have received (usually via email).

You are encouraged to use a laptop or desktop computer with camera and microphone if possible, as this provides the simplest and best experience for you. A mobile phone or iPad is also an option, but requires installation of the Microsoft Teams mobile app.

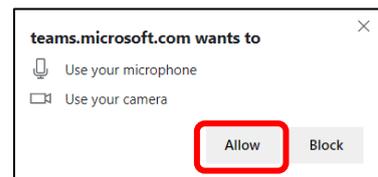
Join Using a Laptop or Desktop Computer

Clicking the meeting link from your confirmation email will open a browser, where you will see the options below.

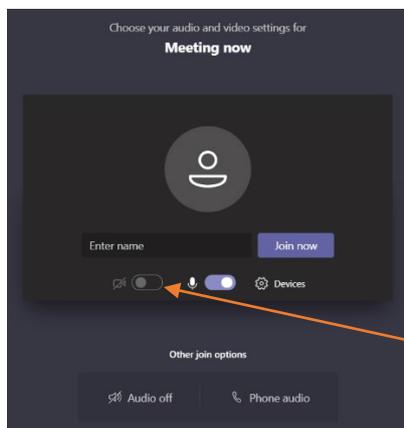


*It is not necessary on a computer to install the app. You can click on **Continue on this browser**.*

As the meeting loads in your browser, you will be asked to **allow** the use of your microphone and camera.



You need to choose allow to be seen and heard during the meeting.

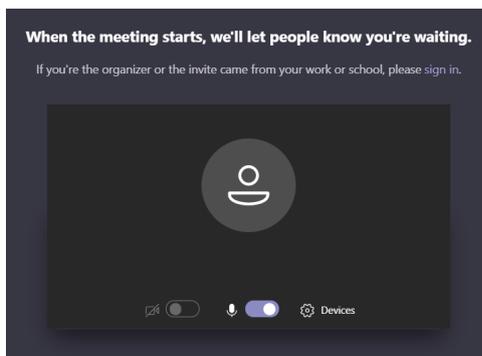


You will be asked to *Enter name*. This will allow other meeting attendees to identify you.

Please type **your full name**. For example: *John Smith*

Ensure your camera and microphone are **turned on** and then choose **Join now**.

Here the camera has not yet been turned on



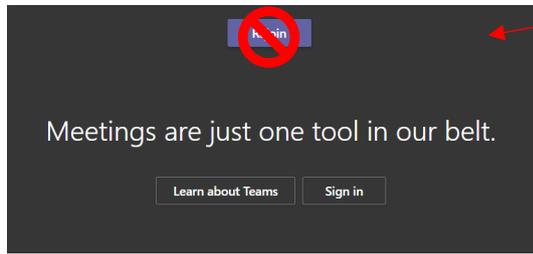
Once you join, you will see the screen shown here. *Ignore the message at the top about signing in.*

The meeting organiser will be able to see that you have joined the meeting and are waiting in the lobby. They will admit you to the meeting when they are ready for you.

Double-check that microphone and camera are turned on as you wait (where this option has been made available).

If you arrive too early, or if the organiser doesn't admit you into the meeting within 15 minutes, you will be disconnected. If this occurs, simply reconnect in the same way as described above.

At the end of the meeting, you will be able to leave by clicking on the red call button.

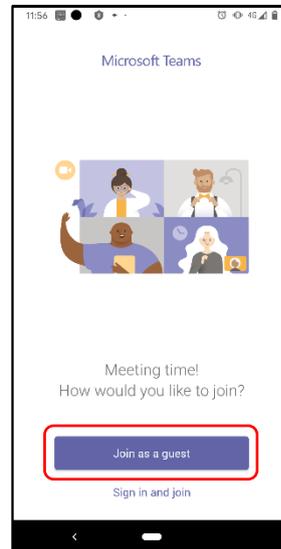
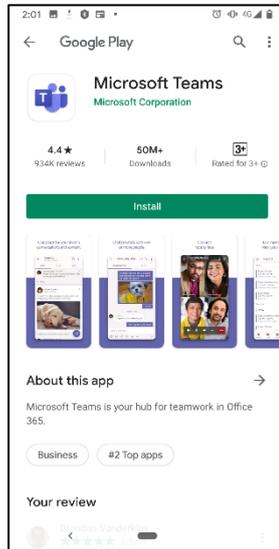
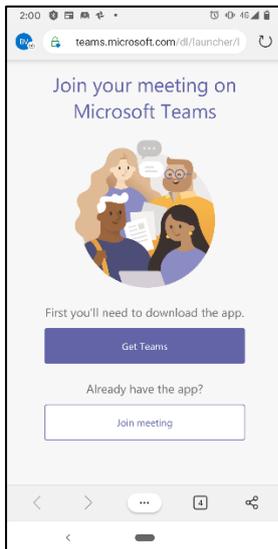


Afterward, you will see this screen.

While there is an option to re-join the meeting, please **do not do so**. You may be interrupting another meeting appointment. If you need to follow up after your meeting, please email the meeting organiser or contact campus reception.

Join on a Mobile Phone or Tablet

Joining a Teams meeting on a mobile phone or tablet is possible, but it requires you to download and use the Microsoft Teams mobile app. You will also need to ensure that the Teams app has permission to use your device's microphone and camera.



On mobile or tablet, first download and install the app onto your device.

Secondly, ensure the app has permission to use your microphone and camera.

When you click the meeting link for your meeting on your mobile device (for example, from an email that was sent to you), it may first open in a browser. It will ask to join the meeting in the Microsoft Teams app, which you should do. **You can then join as a guest** (as shown above).

The process is then the same as described above for a laptop or desktop computer.

It is recommended that attendees test their ability to connect prior to the meeting day and time.

Helpful Links

- [Join a meeting without a Teams account](#)
- [Manage audio and video settings in a Teams meeting](#)