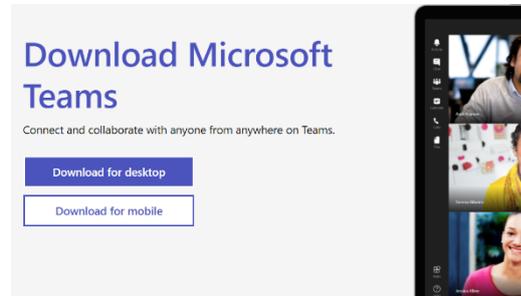


How to access your child's Class Catch-up Session on Microsoft teams

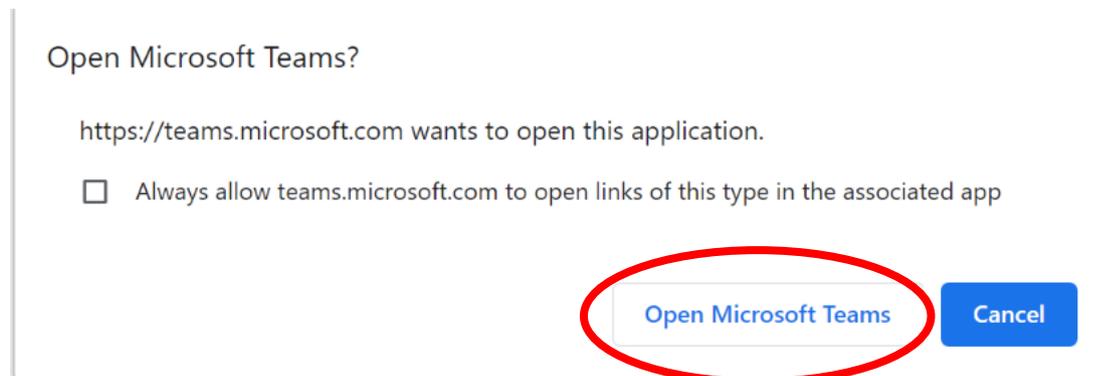
1. Download the Microsoft Teams app for either desktop or mobile by clicking on the link below. Follow the instructions on screen (this is free to download and you do not require a Microsoft account).

<https://www.microsoft.com/en-gb/microsoft-teams/download-app>



2. Find the Class Catch-up Link supplied by your child's teacher. Click on the link.

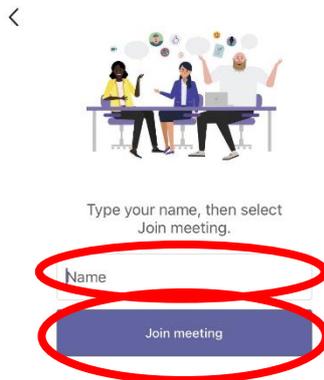
3. A pop-up will appear on your screen. Select 'Open Microsoft Teams'.



4. Another pop-up will appear. Select 'Join as a guest'.

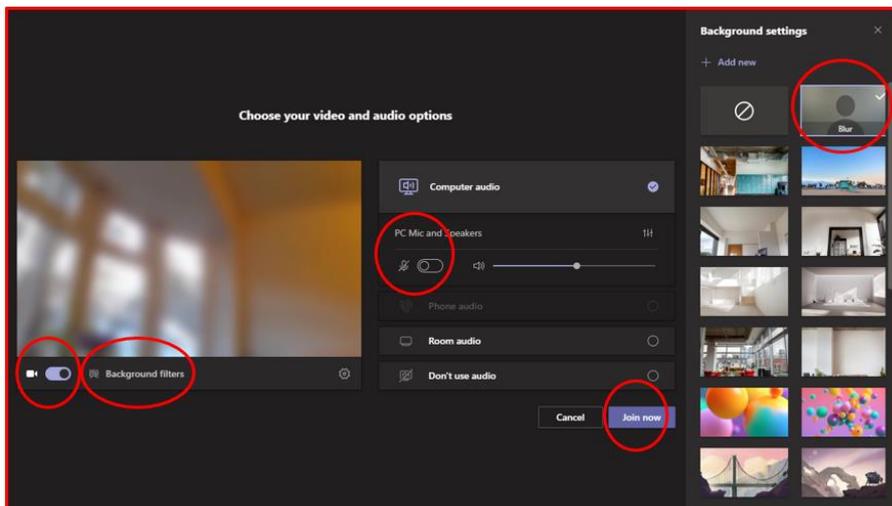


5. Another pop-up will appear. Your child's name can be typed in the box. Click 'Join Meeting'.

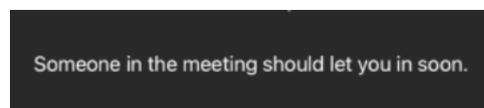


6. Ensure your camera is on and your microphone muted. To maintain privacy, we suggest you set the 'Background Effects' to 'Blur'. Click on 'Join Now'.

Depending on the device you are using, your screen may look slightly different to this one.



7. You will receive notification that you are in the 'waiting room'. Please wait, your teacher will admit you to the meeting.



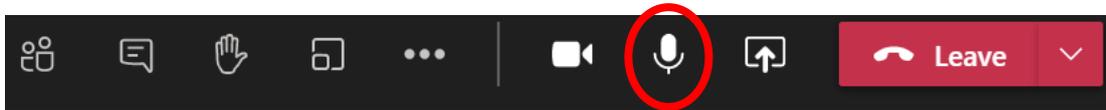
8. You are now connected to the Teams meeting. You will notice the toolbar confirms you have your video on and microphone muted.



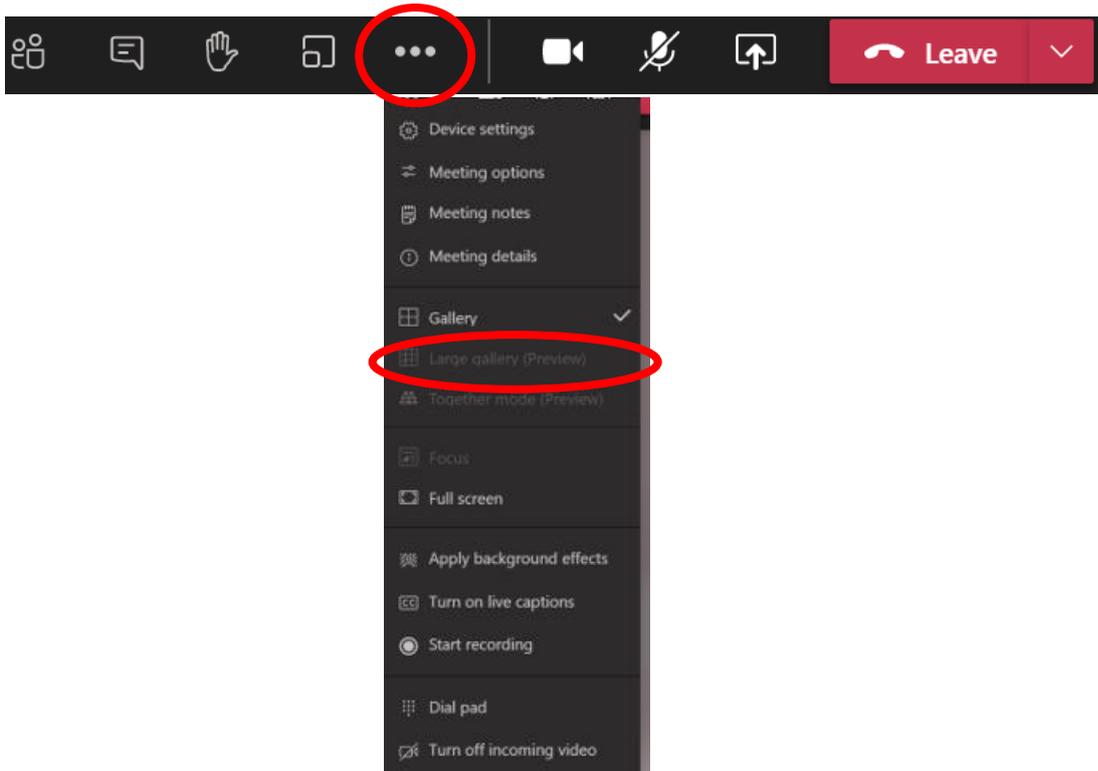
9. Your child's teacher may ask children to raise their hand if they have something they would like to contribute. To do this, click on the hand symbol.



10. If your child would like to contribute to the discussion they can un-mute by clicking on the microphone symbol.



11. To see more members of the class, click on the three dots in the toolbar. Then select 'Large gallery' from the dropdown menu.



12. To leave the meeting click on 'Leave' in the toolbar.



Troubleshooting

If you come across any problems, the simplest solution is to 'Leave' the meeting and re-join. This generally solves most issues.