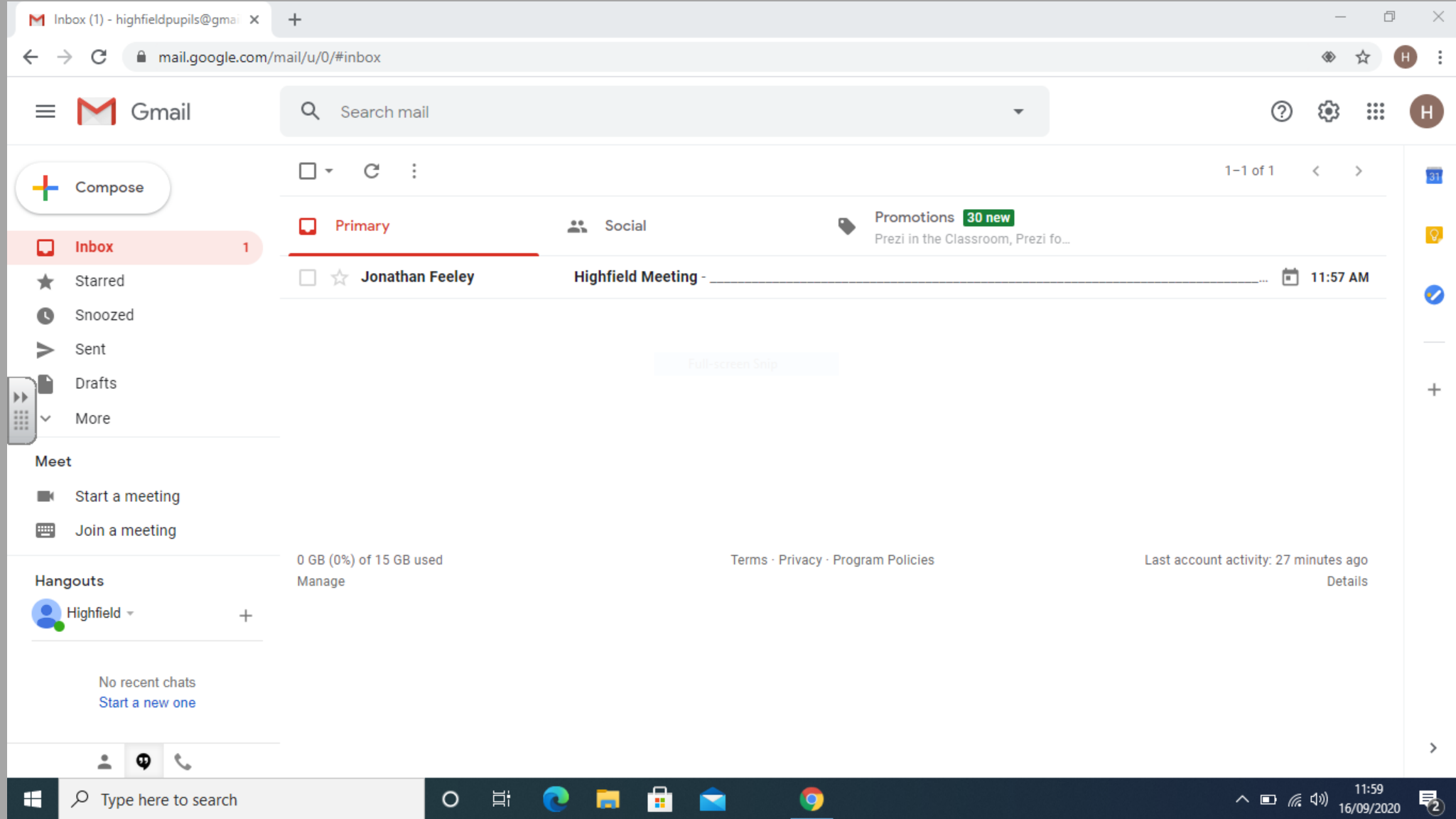




Highfield Primary School Microsoft Teams Guide for
Parents Evening



An email invitation will arrive in your inbox inviting you to join your child's class teacher.

The screenshot shows a Gmail interface with a meeting invitation. The invitation is from Jonathan Feeley and is for a 'Highfield Meeting' on Wednesday, September 16, 2020, from 11:00 AM to 11:30 AM UTC. The invitation includes a calendar card, a response section with 'Yes', 'Maybe', and 'No' buttons, and an agenda. A yellow arrow points to the 'Yes' button.

Highfield Meeting Inbox x

Jonathan Feeley <jonathan.feeley@highfield.leeds.sch.uk> 11:57 AM (2 minutes ago)

Highfield Meeting
View on Google Calendar

When Wed Sep 16, 2020 11am – 11:30am (UTC)
Who Jonathan Feeley*

Yes Maybe No More options

Agenda
Wed Sep 16, 2020

8:25am Meeting
11am Highfield Meeting
No later events

[Join Microsoft Teams Meeting](#)
Learn more about Teams | Meeting options

In the email you will be asked to confirm the invitation to let your child's class teacher know that you will be attending online.

Highfield Meeting - highfieldpup x +

mail.google.com/mail/u/0/#inbox/FMfcgxwJXpWgHJbRctgBZXLZdtHqvFML

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Meet

Start a meeting

Join a meeting

Hangouts

Highfield +

No recent chats
Start a new one

Highfield Meeting Inbox x

Jonathan Feeley <jonathan.feeley@highfield.leeds.sch.uk> to me

11:57 AM (2 minutes ago)

Sep 16 Wed

Highfield Meeting
[View on Google Calendar](#)

When Wed Sep 16, 2020 11am – 11:30am (UTC)

Who Jonathan Feeley*

Yes Maybe No More options

Agenda
Wed Sep 16, 2020

8:25am [Meeting](#)

11am Highfield Meeting

No later events

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Here with a Gmail account, the invite will change to green. With some email service providers, such as Microsoft based Outlook, once you have accepted the invitation it may automatically be scheduled in your calendar. The link to the meeting can be found there.

Highfield Meeting - highfieldpup x

mail.google.com/mail/u/0/#inbox/FMfcgxwJXpWgHJbRctgBZXLZdtHqvFML

Gmail Search mail

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Meet

Start a meeting

Join a meeting

Highfield

No recent chats

Start a new one

Highfield Meeting Inbox x

Jonathan Feeley <jonathan.feeley@highfield.leeds.sch.uk> to me 11:57 AM (4 minutes ago)

Highfield Meeting
View on Google Calendar

When Wed Sep 16, 2020 11am – 11:30am (UTC)

Who Jonathan Feeley*

Yes Maybe No More options

Agenda
Wed Sep 16, 2020


8:25am Meeting

11am Highfield Meeting

No later events

[Join Microsoft Teams Meeting](#)


Learn more about Teams | Meeting options






**The link to the meeting can be found on the email.
Please click on this link.**


Highfield Meeting - highfieldpup x Join conversation x +

teams.microsoft.com/dl/launcher/launcher.html?type=meetup-join&deeplinkId=70c43716-7cf0-4dc2-abc6-26f5e64bc5a5&directDI=true&msLaunch=true&enableMobilePage=tr... ☆ H



How do you want to join your Teams meeting?

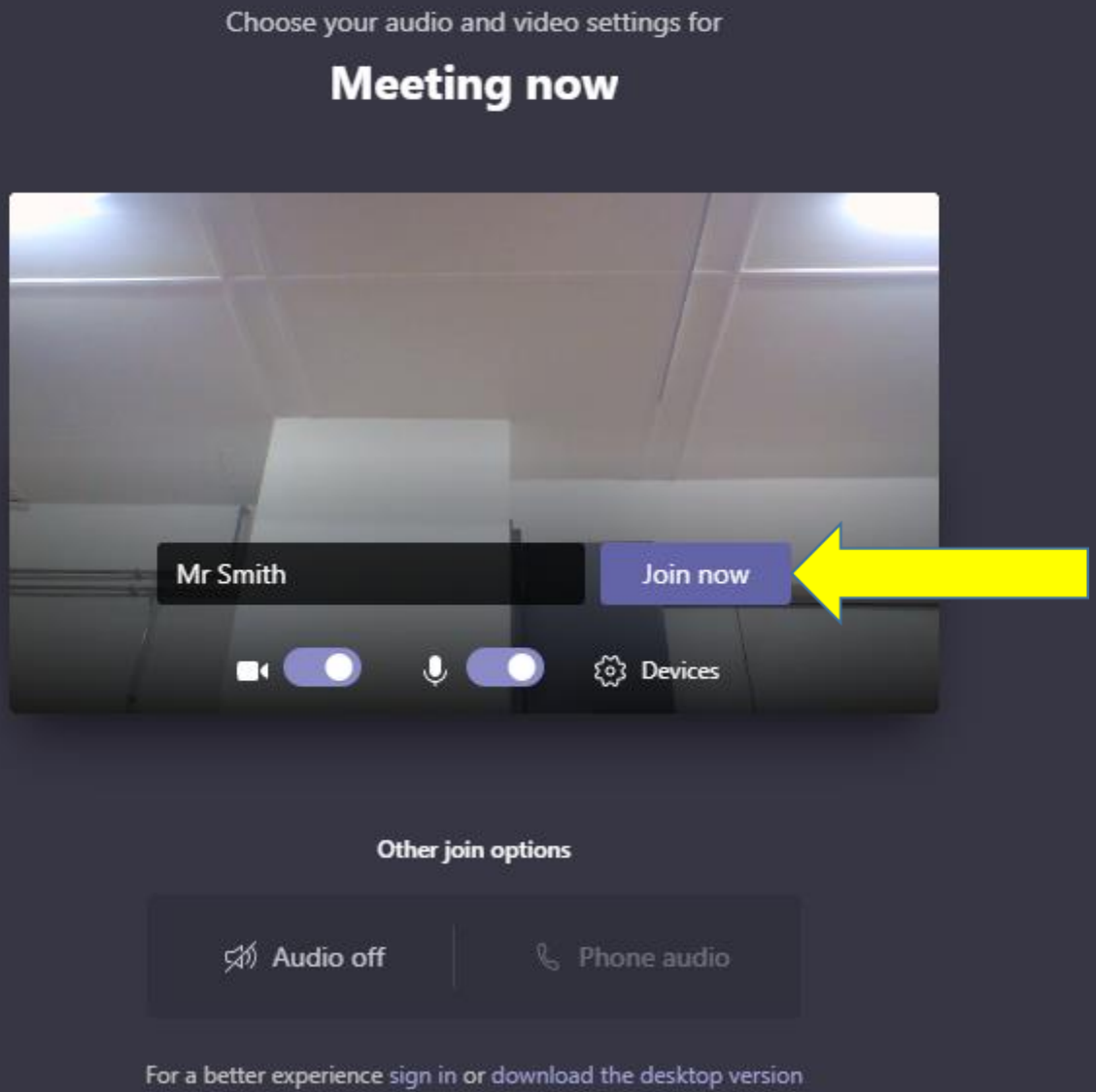
-  **Download the Windows app**
Use the desktop app for the best experience.
-  **Continue on this browser**
No download or installation required.
-  **Open your Teams app**
Already have it? Go right to your meeting.



A new tab will open. Here you will be given the option of downloading the Microsoft Teams app, opening Microsoft Teams on your browser or opening it using the app if you have previously downloaded it. In this case, we are going to open it in our browser.

You will be taken to the waiting room where you can choose your microphone and camera settings.

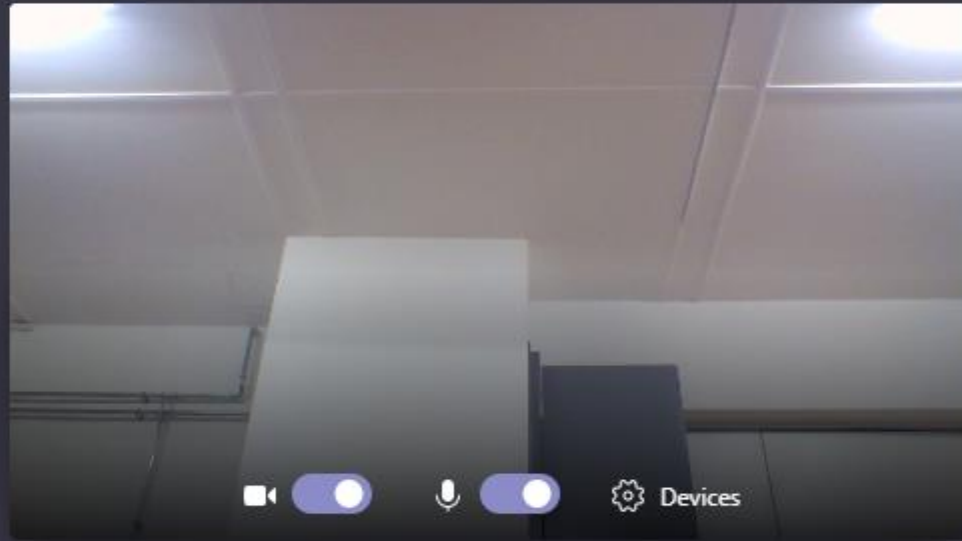
When you are ready, select 'Join now'. This will notify your child's teacher that you are ready and waiting.



Close

When the meeting starts, we'll let people know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.



Your screen will hold in the meeting room until your allotted parents evening time.

When the meeting is due to start, your teacher will then admit you and the meeting will begin.

Once it has finished, you can leave the meeting by selecting the 'hang up' icon.

