

Newton Road School Instructions for joining a meeting:

- 1. Search for Microsoft Teams online or download the Microsoft Teams app.
- 2. Log in using the provided email and password.
- 3. Click on the Team labelled with your child's class.
- 4. Once you are in the team, you will see a link that looks like this. (Below)

км	Kerry Mills 11:02 AM This is the link for our weekly assembly.	
	Weekly Assembly Occurs every Monday @11:30 AM	
	New conversation	

5. Click on the meeting (The part highlighted in blue) and this page will appear:

Ē	Weekly Assembly Chat Details	Join Close
+ A	dd to calendar	rracking
Ē	January 25. 2021	KM Kerry Mills Organizer
8	School Organisational Informant > General	Optional
ø	Occurs every Monday starting 1/25/21	RB Richard Bosworth Accepted
0		
·=	This is the link for our weekly assembly.	
	Microsoft Teams meeting	
	Join on your computer or mobile app Click here to join the meeting	
	Learn more Meeting options	

6. From here you can choose to add this meeting to your Microsoft Teams Calendar (so that you can see it weekly) or join the meeting.

Headteacher: Miss Kerry Mills Newton Road, Rushden Northamptonshire NN10 0HH T: 01933 353761 E: office@newtonroadschool.co.uk www.newtonroadschool.co.uk



7. Press join and you will be presented with this screen. Here you can mute yourself and turn your cameras off. Cameras and microphones should be off when joining a meeting until the teacher invites children to turn their cameras on.

