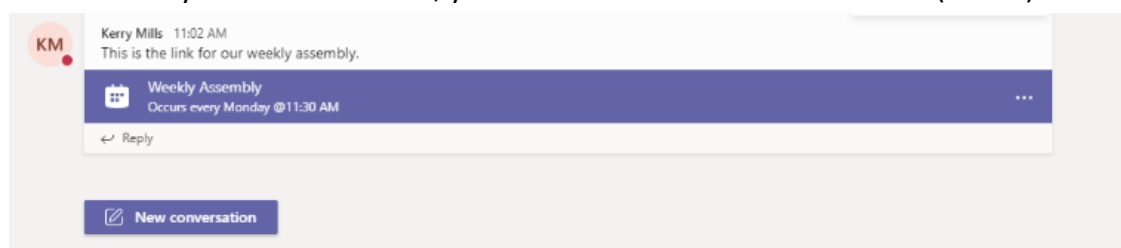
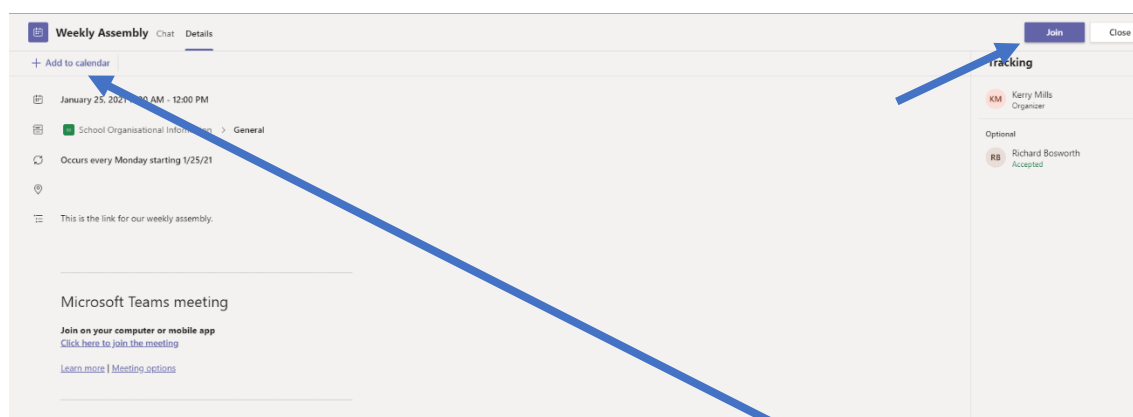


Newton Road School Instructions for joining a meeting:

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)



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



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.

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.

