

Joining a Teams Meeting Guidance

Please see the guidance below for details and a step by step guide detailing how to join the Teams meetings for Pastoral Check-ins and Live Lessons.

Yesterday, we sent out the links for all check-ins and live lessons (see below). These included a hyperlink named 'Join Teams Meeting'. As the document was sent as a PDF it should allow you to simply click on the link to take you to the meeting.

Live Lesson Links

Live Lessons for each class will take place at the same time each day. Please see the table below for your child's lesson time and accompanying links for each day. These links will be live for every week in the current lockdown.

The Microsoft Teams links below will enable children to access these at home. The link below will help you to access the links without an account: <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4d039508>

Year Group	Class & Fixed Time of Live Lessons	Monday	Tuesday	Wednesday	Thursday	Friday
R	Pine (11.30-12.15)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
R	Maple (11.30-12.15)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
1	Ash (12.00-1.00)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
1	Oak (11.00-12.00)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
2	Cherry (11.15-12.15)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
3/4	Sycamore (13.00-13.45)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Teacher to email link directly
3/4	Chestnut (13.00-13.45)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
3/4	Rowan (13.00-13.45)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
5	Holly (10.15-11.15)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
5	Cedar (10.15-11.15)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
6	Hazel (13.30-14.30)	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting

Pastoral Check-in Links

The links below will provide access to the daily pastoral check-ins ran by your child's class teacher.

The timings of these will be 9:30-10:00 and they will take place each day.

Year Group	Class	Monday	Tuesday	Wednesday	Thursday	Friday
R	Pine	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
R	Maple	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
1	Ash	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
1	Oak	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
2	Cherry	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
3/4	Sycamore	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
3/4	Chestnut	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
3/4	Rowan	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
5	Holly	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
5	Cedar	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
6	Hazel	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting

Desktop Guidance (PC/Laptop)

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

- Go to the meeting invite and select Join Microsoft Teams Meeting (see example below)

Year Group	Class	Monday	Tuesday	Wednesday	Thursday	Friday
R	Pine	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting

- That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. There is no need to download the app as you can join on the web. You can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.



3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

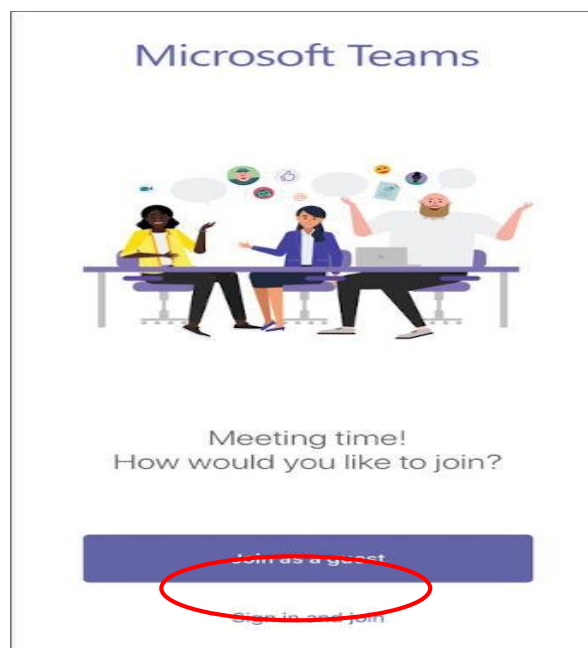
Mobile Guidance

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

1. In the meeting invite, select Join Microsoft Teams Meeting.

Year Group	Class	Monday	Tuesday	Wednesday	Thursday	Friday
R	Pine	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting

2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
3. Download and open the app. If you have an Android device, open the app right from the app store page. If you have an iOS device, tap the meeting link again to open the app. Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.
4. Next, you'll be given two options for joining your meeting: Join as a guest or Sign in and join. Choose Join as a guest.





5. Type your name and tap Join meeting.

Type your name, then select
Join meeting.

Name

Join meeting

Q W E R T Y U I O P
A S D F G H J K L
↑ Z X C V B N M ↵
123 space return

Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.

We hope the above provides extra support in accessing the live lessons and pastoral check-ins. This is a new way of working and there were always due to be a few teething issues but we hope these are resolved quickly and all of the children can access their learning remotely.

Kind regards,

Luke McKinley

Deputy Principal

Avanti Park School