

# Team's Session – Quick Guide

Dear Parent/Carer

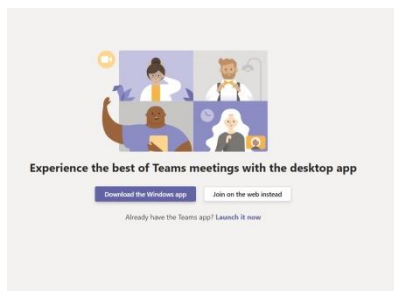
Please find this guide on how to access your interview via Microsoft Teams.

## [Join Microsoft Teams Meeting](#)

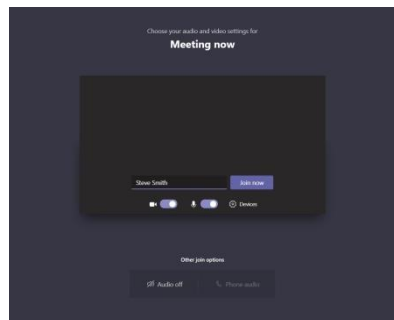
[Learn more about Teams](#)

When ready to join the session go to the email with the invite...

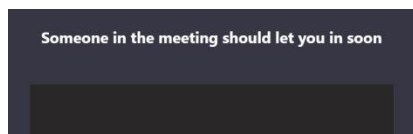
Click 'Join Teams Meeting'



This will give you 2 Options – Open the Team's app if you have it installed or 'Join via the web app' which is recommended



Enter your name or which will be seen by all other Team meeting participants, please enter your child's name



You will then be held in the lobby, waiting to be admitted into the meeting.



Once admitted you will have these options at the bottom of the screen. (Call duration – Camera [on/off] – Mic [on/off] – Options – Hang Up).