



For the Virtual Catch Ups, Microsoft Teams will be used. **You do not need to have Microsoft Teams installed or a login to access the meetings virtually.** There are instructions below, please ensure the camera is turned on and microphone is muted.

Instructions for Joining a Teams Meeting

1. Select 'Click here to join the meeting'.
2. You will then have three choices. Please select one of the following:
 - Download the Windows app: 'Download the Teams desktop app'.
 - Continue on this browser: 'Join a Teams meeting on the web'.
 - Open your Teams app: If you already have the Teams app, go right to your meeting.
3. Type your child's first name.
4. Choose your audio and video settings (camera on and microphone muted).
5. Select Join now.
6. You will then enter a lobby where someone in the meeting will admit you.

Please join the meeting **at least five minutes before** the start time.

You might want to consider wearing headphones if other members of your family are working.

