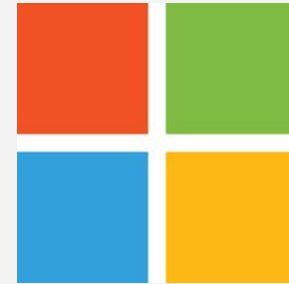


Guidance For Families: How to Join a MS Teams Meeting



After receiving a scheduled video meeting invite from school staff - OT/PT/SP or teacher(s)

Download the MS Teams app!!!



The easiest way and in order to get the best of **Teams** meetings on **mobile**, including audio, video, and content sharing, **you**'ll need to download and install the **Teams mobile app**. ... ***If you don't have the app, you will be taken to the app store where you can download it.***

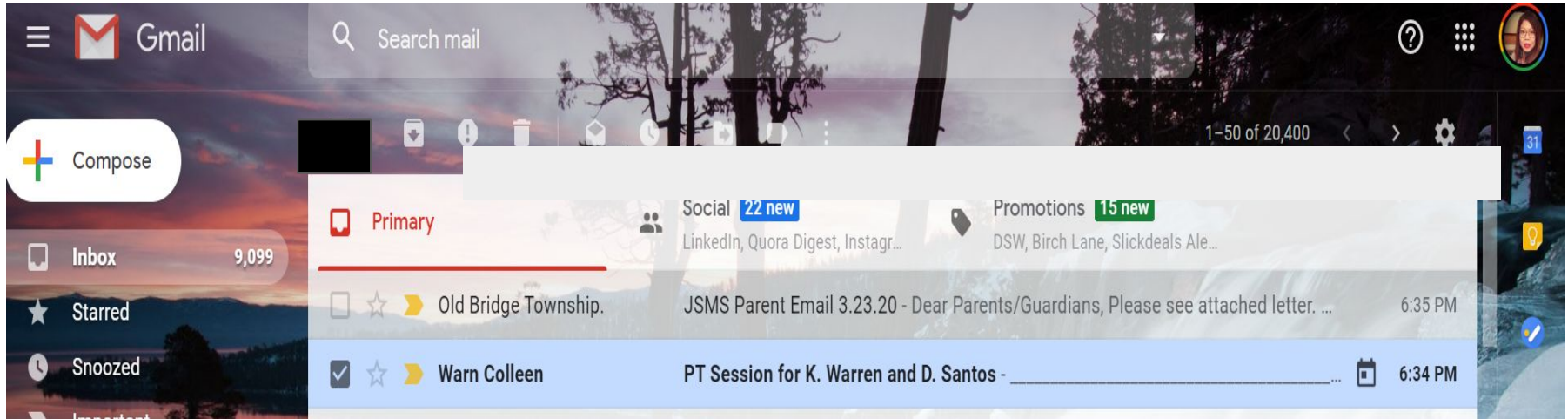
For cell phones, ipads or tablets:

Please go to your device app store to download Microsoft Teams app. now!



There are 2 ways to Join the Meeting:

1. From your email (whichever email you provided to teacher or provider to schedule).



***** Before you start: Be sure your mic and camera is turned-on in your device. Please position your device on a stable surface, where you are visible for camera and can be hands free.**

There are 2 ways to Join the Meeting:

2. **IF YOU DO NOT HAVE EMAIL or INTERNET ACCESS** - you can Join by *Dialing the Phone number and then the Conference ID* From Microsoft Teams phone number and conference code provided to you by teacher or provider.

Join Microsoft Teams Meeting

+1 347-966-4114 United States, New York City (Toll)

Conference ID: **896 690 76#**

Join the meeting/session via Email:

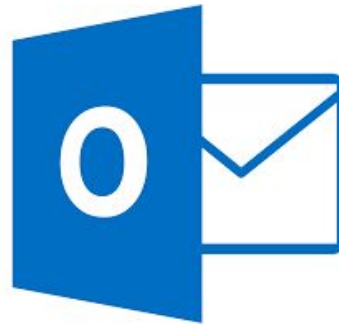
- Turn on/log into your device (phone or ipad)
- Please click or tap on the mail app you use to open it
- Find your email invite from the teacher or provider and click or tap to open it



iOS Mail
(iphone/ipad)



Gmail



Outlook



Email
Samsung Mail

Join the meeting/session via Email

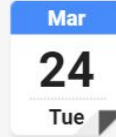
- You will find the invite in your email - click to open
- In this example the email went to Gmail
- ***From the email, when you are ready to join the PT session, click on Join Microsoft Teams Meeting***

PT Session for K. Warren and D. Santos  Inbox x



Warn Colleen

to me ▾



PT Session for K. Warren and D. Santos

[View on Google Calendar](#)

When Tue Mar 24, 2020 12pm – 12:30pm (EDT)

Who Warn Colleen*

Yes

Maybe

No

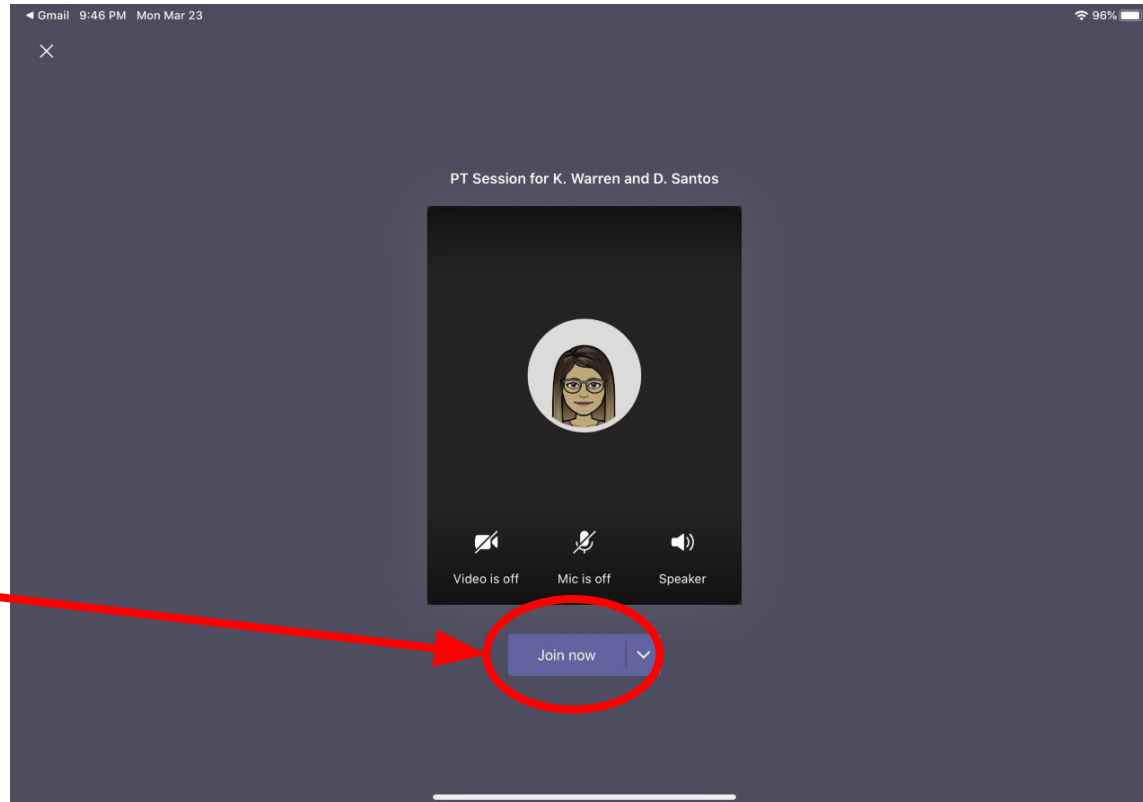
[Join Microsoft Teams Meeting](#)

+1 347-966-4114 United States, New York City (Toll)

Conference ID: 896 690 76#

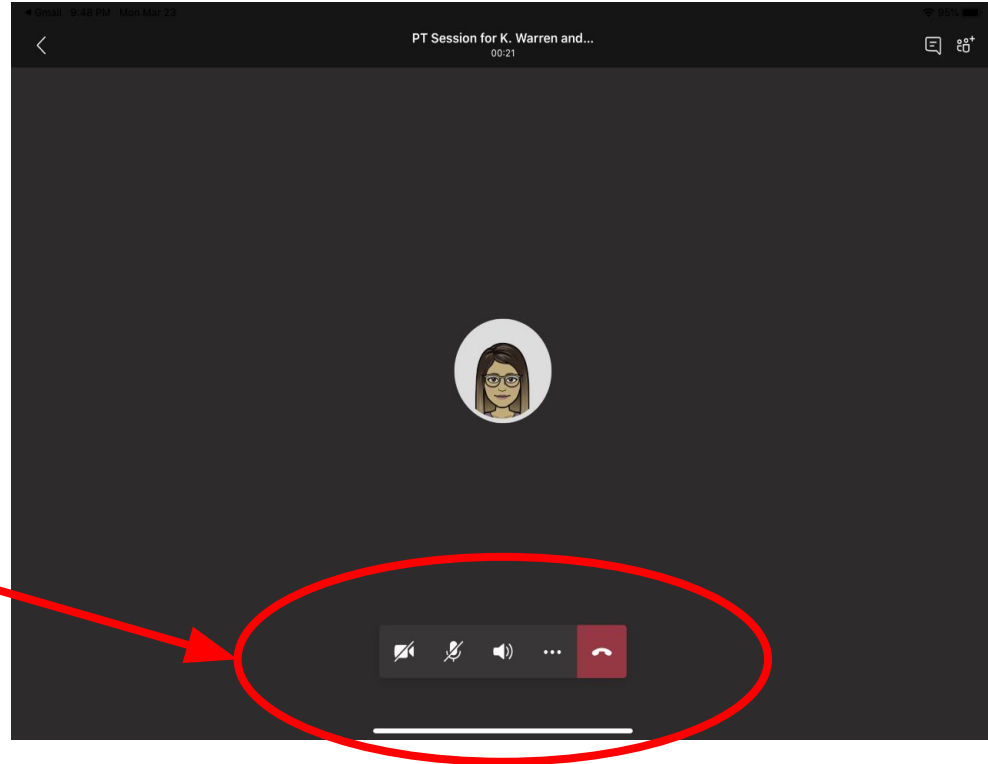
Join the meeting/session in MS Teams

- This screen will pop up and will allow you to see yourself.
- Take the time check positioning of camera for optimal viewing and participation in your therapy session.
- When ready, click “Join now”



Join the meeting/session in MS Teams

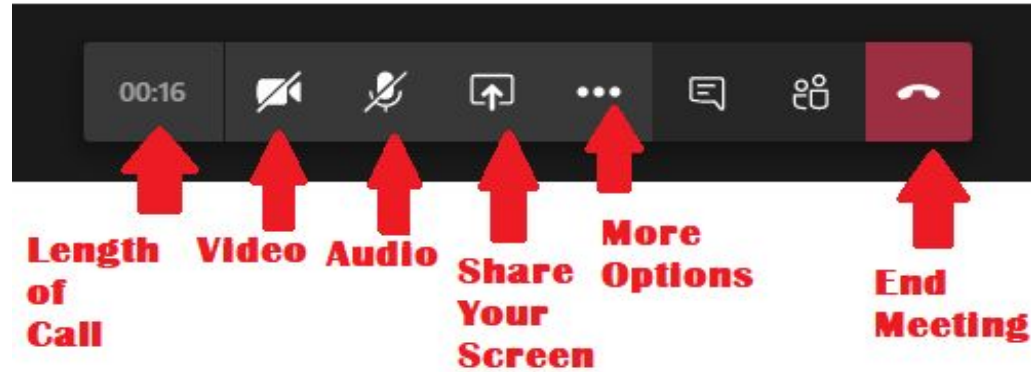
- Here is the screen when you are actively in the meeting. The center screen would be the therapist.
- There are is a menu bar under the screen



Join the meeting/session in MS Teams

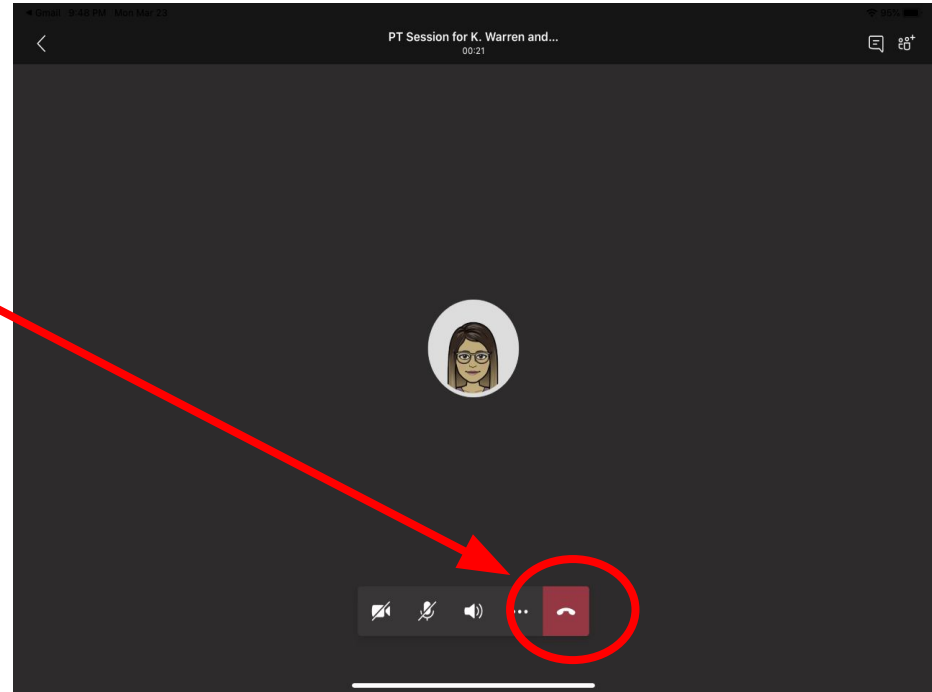
- **Video Button** = turns camera on/off
- **Audio Button** = turns your mic on/off
- **Share Your Screen Button** = you can share a file or work your child has been working on
- **More Options** = from here you can turn on Live Closed Captioning
- **End Meeting** = to hang up

Here is an enlarged picture of the Menu Bar



Join the meeting/session in MS Teams

- When the therapy session is over, click on the End Call button to end the meeting / session..
- You will see screen flash briefly - saying you have left the meeting.



Additional Resources:

- Microsoft: [How to Join a Teams Meeting](#)
- Video from Microsoft: [Join a remote work meeting on the go in Microsoft Teams](#)