

# How to use Microsoft Teams for parents evening

Student and parent guide



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The Together Mode and Large Gallery View features are rolling out to customers now. [Learn how to turn on these new features >](#)

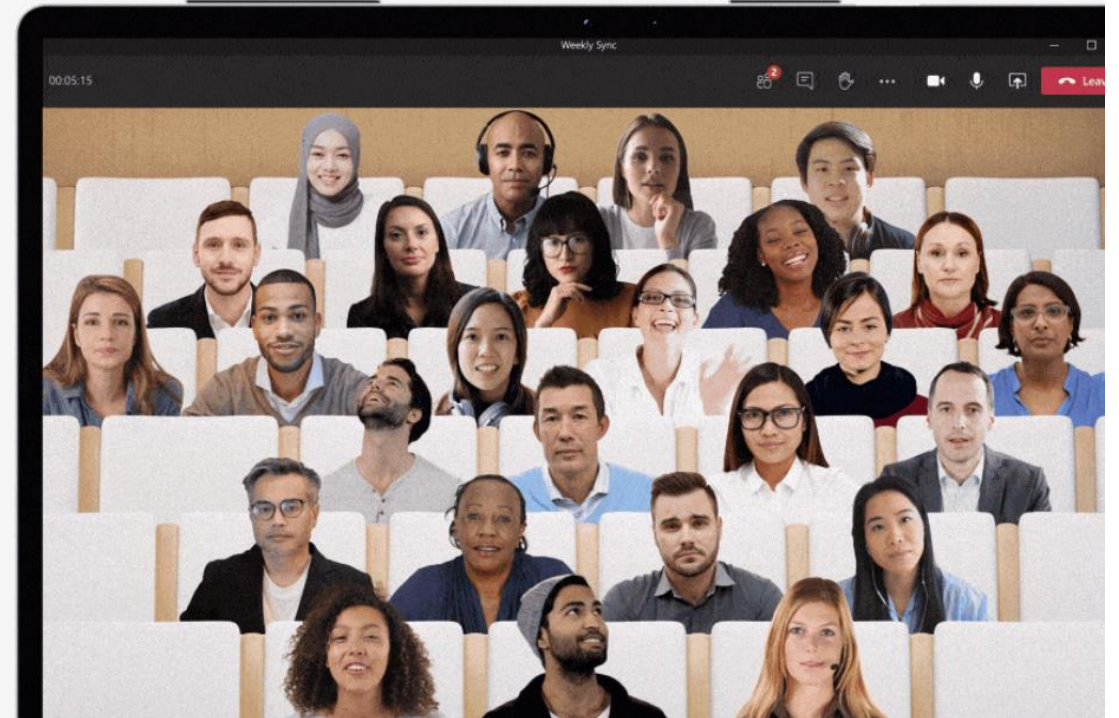
## Microsoft Teams

More ways to be a team.

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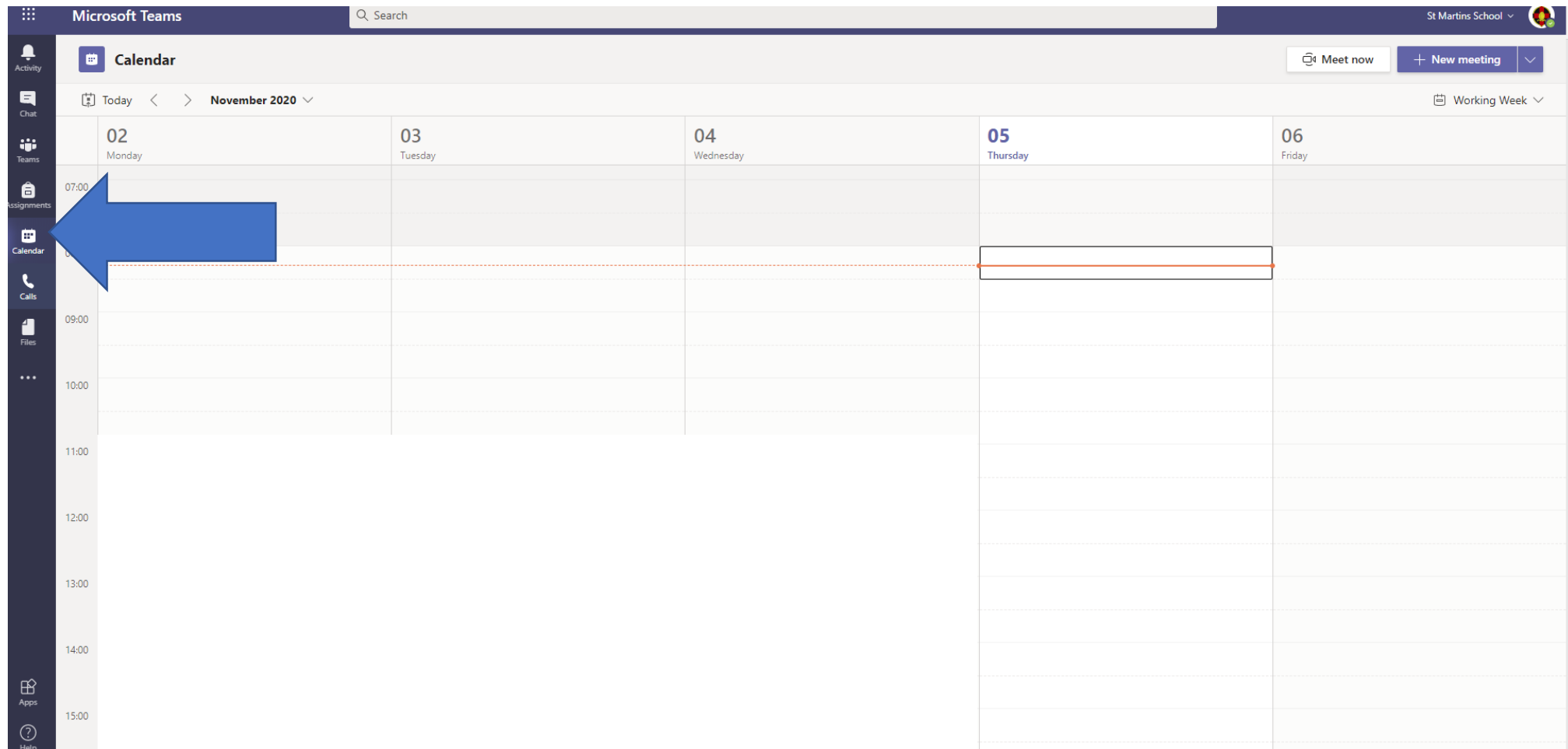
[Sign in](#)

[Take a Teams guided tour >](#)



1. Students log into Microsoft Teams either through the App or on the web browser using their school email address.

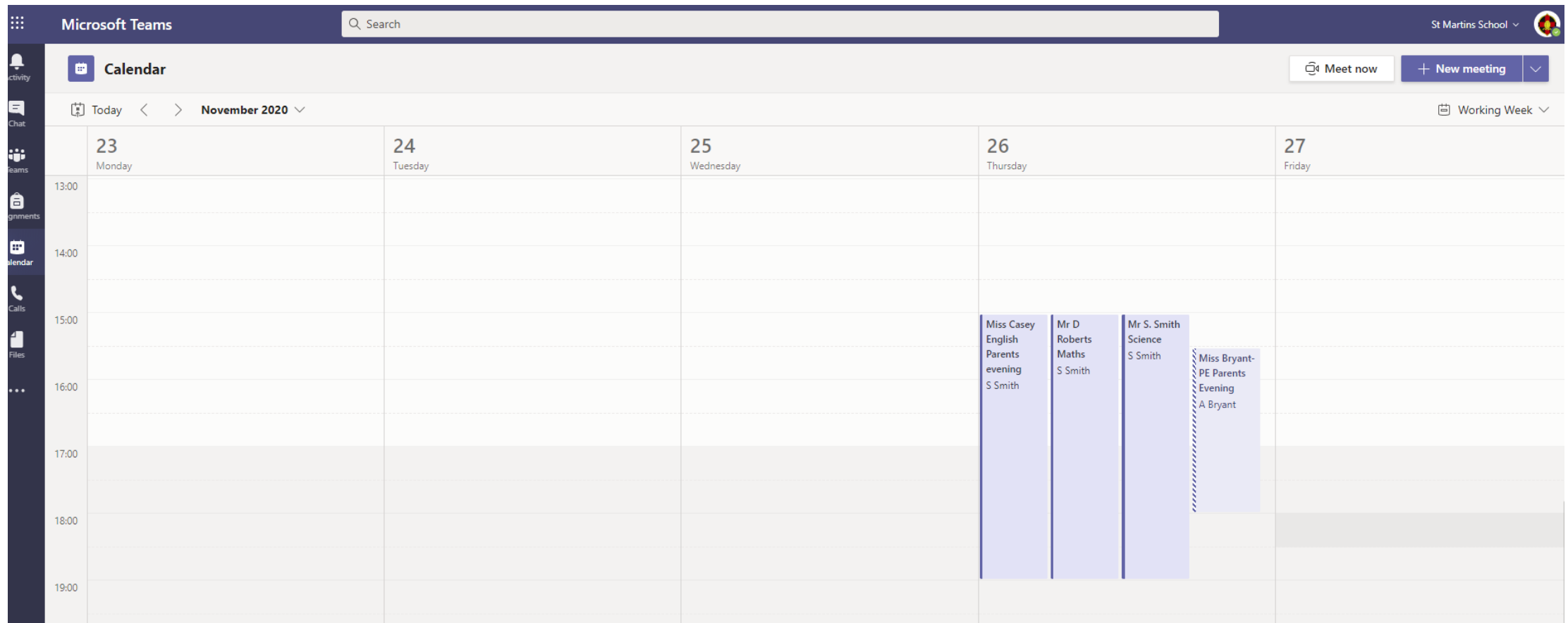




2. Click on the calendar on the left hand side

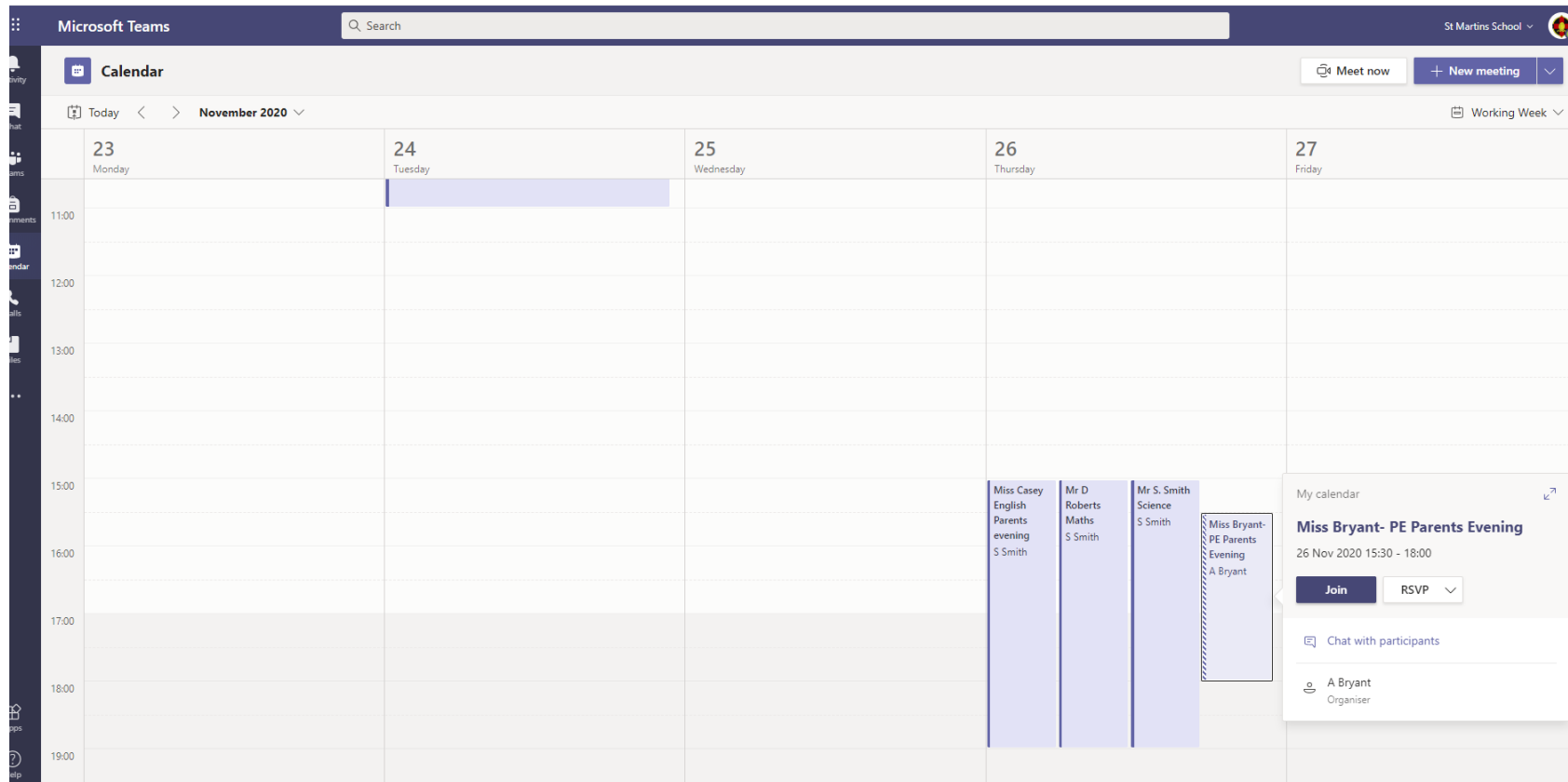


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3. All appointments booked with staff through Insight will appear on your calendar between 3-7pm on Thursday 26 November. Staff will be responsible for sending invites out to students prior to this evening.





Following the appointment times you made on Insight, please click on that member of staff's invite at the time of your meeting and click 'Join'.

For example, if you have an appointment with Miss Bryant at 4.00pm please open this invite just before 4pm and not at 3pm. You can only open and join one Teams meeting at a time.

It is the responsibility of the parents/students to keep track of their appointment times and join meetings at the correct time.

Microsoft Teams

Search

St Martins School

Close

Choose your audio and video settings for

### Miss Bryant- PE Parents Evening

Join now

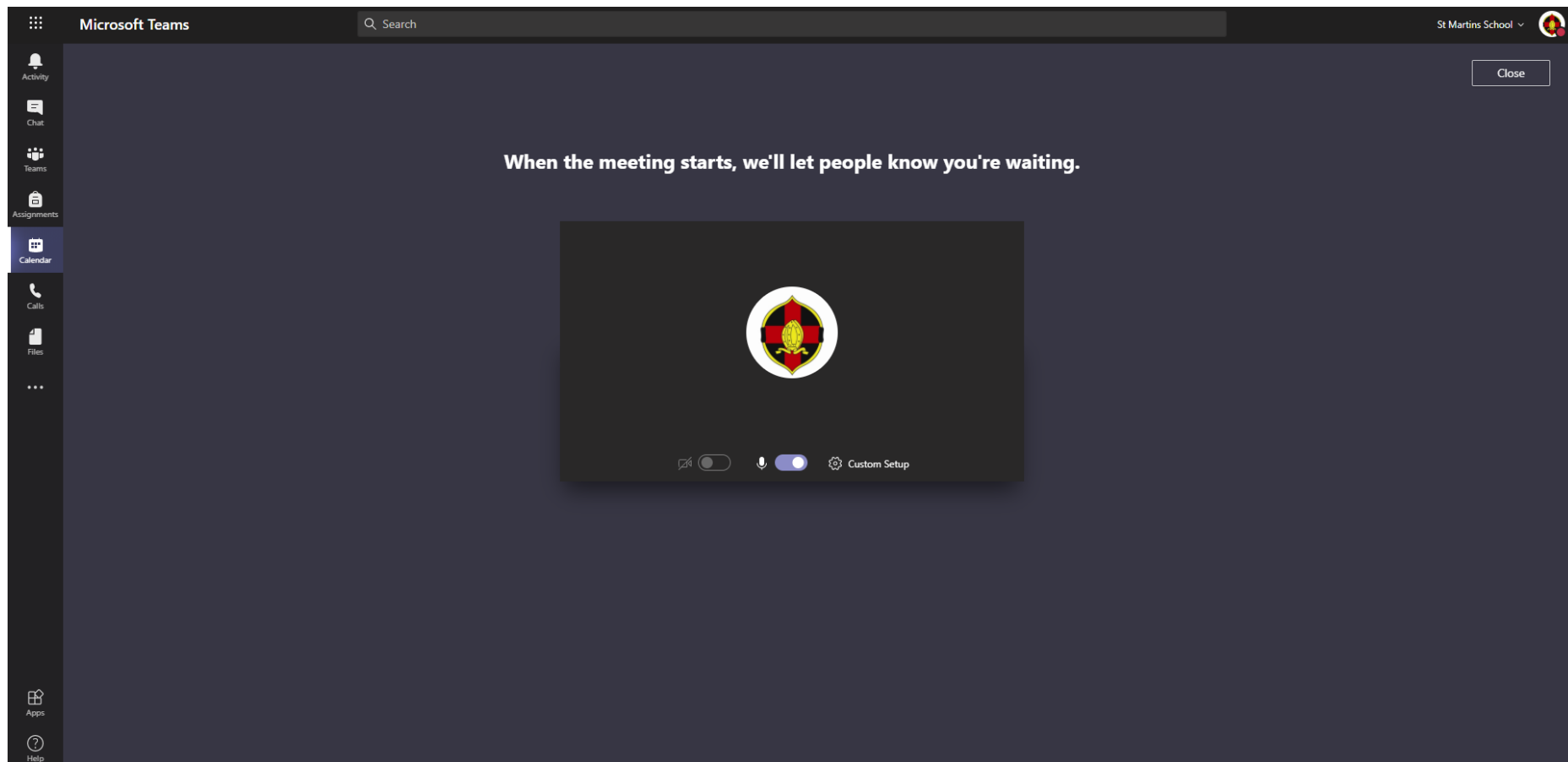
Audio off | Phone audio | Add a room

Other join options

Activity  
Chat  
Teams  
Assignments  
Calendar  
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08:27  
05/11/2020

Click 'Join'. Make sure the Mic is turned on.



- You will be sent to the 'lobby' and when the member of staff is ready, they will admit you to the meeting.
- At the end of the meeting press the red button to end. Find the next appointment on your Insight timetable and join the next meeting through your calendar in the same way.



# Other important information

- Appointments will be limited to a maximum of 5 minutes per appointment.
- Please ensure you stick, as best you can, to the scheduled times as per your Insight booking form.
- Miss Hunt will be on hand in school on 01277 238392 in case you have any questions on the evening.
- To be clear:
  - Appointments need to be booked using parents login details on Insight prior to the evening.
  - Microsoft Teams and the invites to meetings are accessed through the student's school email address.

