



A Parents Guide for Meetings in Microsoft Teams

Higham Primary School



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ICT SOLUTIONS

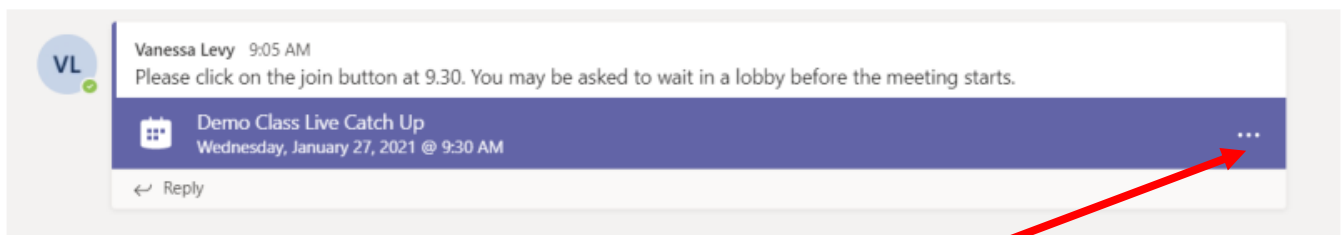


Meetings in Microsoft Teams

Meetings in Microsoft Teams seems to work better and have more functions in the downloadable app, rather than through the web-based version. We therefore recommend using the app for meetings where ever possible.

How to Join a Meeting

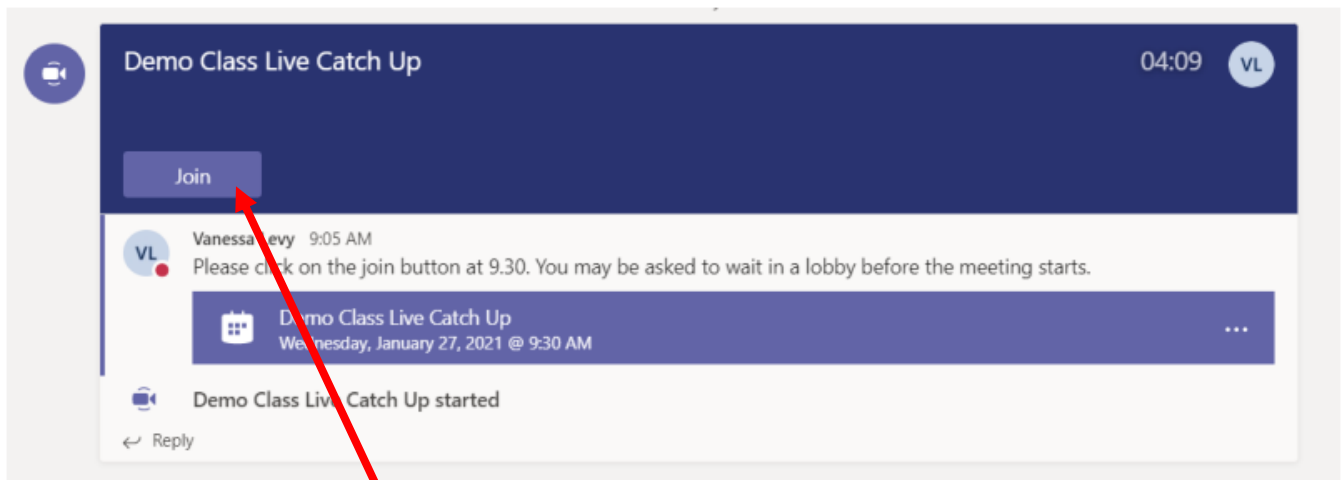
When there is a meeting scheduled this box will appear in the General Post section, where most of the messages, announcements and assignments are posted. Teams organises these as last read, so you may sometimes need to scroll up if other messages have been added or posts commented upon, since the meeting was initially posted.



If the meeting hasn't started yet, you would need to click on the three dots, then click on view meeting details. From here you can click on Join in the top right corner.

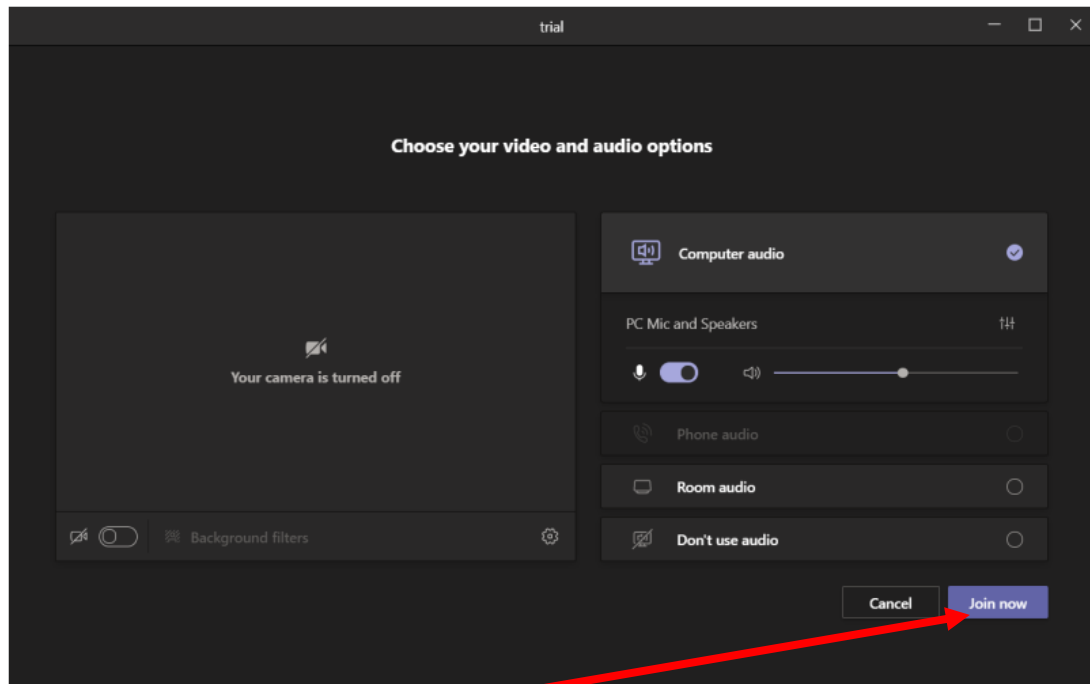


If the meeting has already been started, then the message above will change.



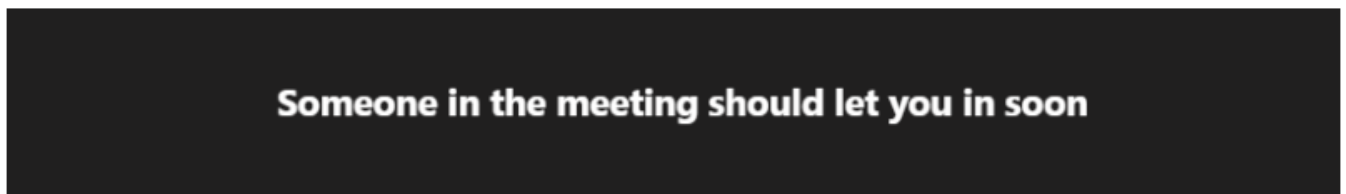
From here you can click on Join in the message bar.

Once you have clicked join you will be able to choose your video and audio options. Please make sure your camera is switched on.



You can now click Join now.

You will now be in the lobby and the following message will appear.



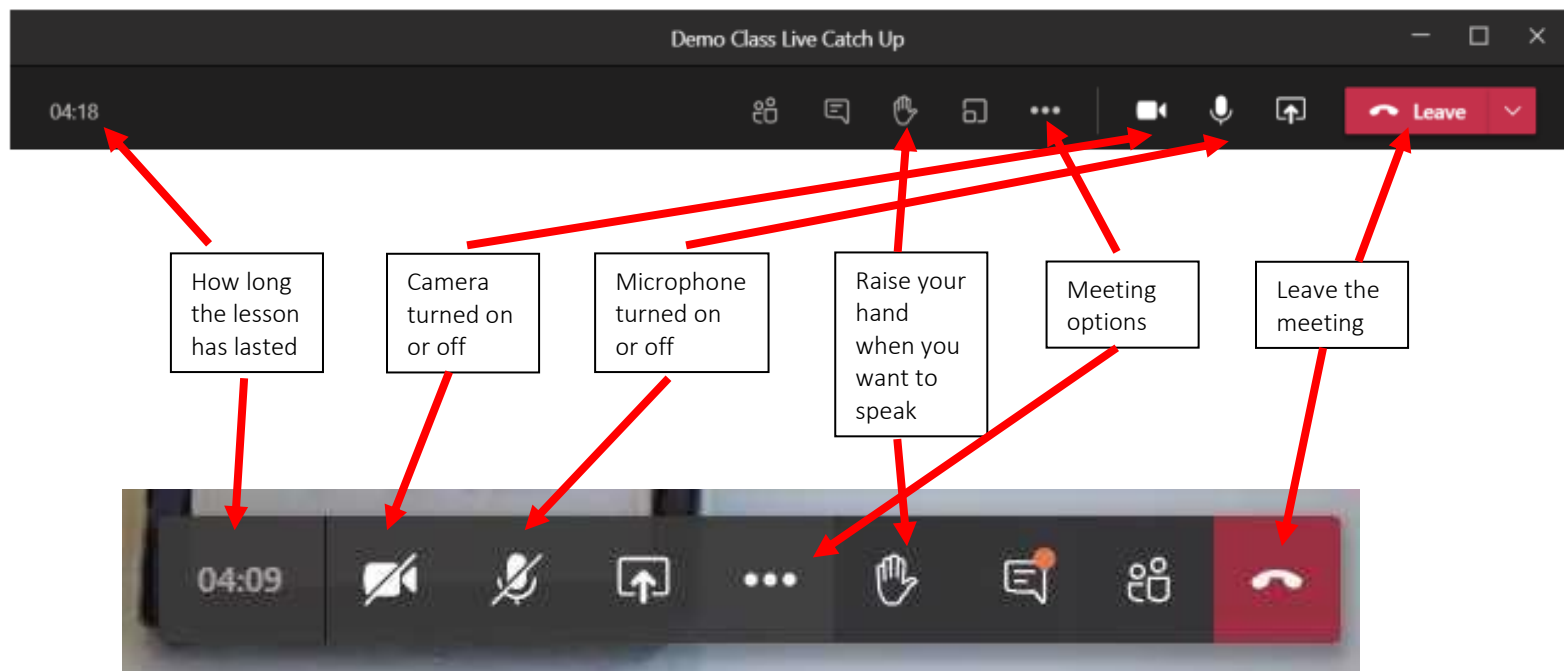
When the teacher is ready, they will let you into the meeting.

Please ignore any request to add others to the meeting, the member of staff in the meeting will do this for you.

In a Meeting

The following toolbar appears either at the top (In the app) or bottom (in the web-based version – although you might need to wiggle the mouse for it to appear)

Below are some of the key functions you need to know.

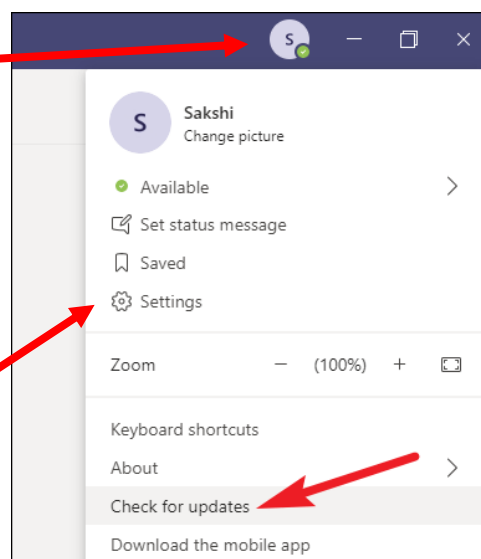


Large Gallery Mode

Large Gallery mode allows you to see up to 49 active participants on the screen at one time. This option is only available in the app version. Click on the three dots ... and choose large gallery mode. There needs to be 9 or more people on the meeting before this option is available.

If you don't have this option available then you need to follow these steps before the next meeting. Firstly make sure you have the most recent version of Teams downloaded.

- 1) Click on the Profile icon
- 2) Click on Check for updates



- 3) Now Click on Settings

- 4) Make sure the Turn on new meeting experience is turned on. **You will now need to restart teams.** Hopefully at the next meeting you will have Large Gallery view in the drop down menu.

