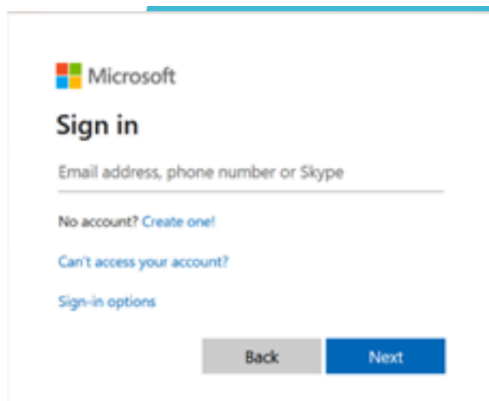




## How to Access A Scheduled Live Lesson – A Guide for Parents and Carers

The following steps will need to be carried out before the meeting start time (approx. 10 minutes before).

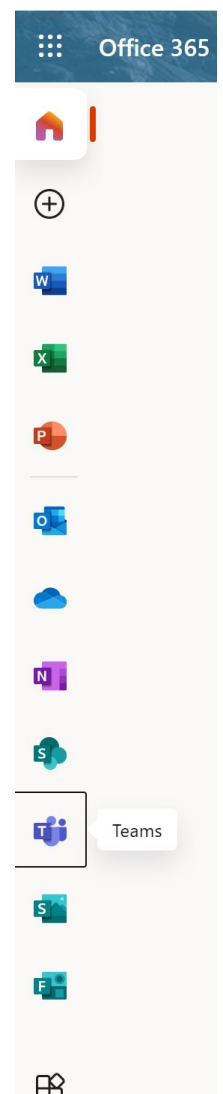
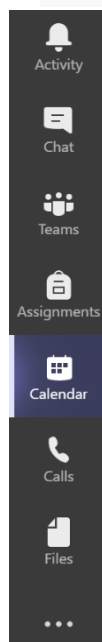
- First, login to your child's school account using Office 365: [www.office.com](http://www.office.com)
- Sign in with your Microsoft 365 username and password.



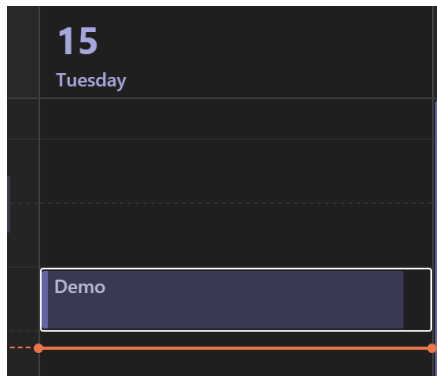
Example:

[user1@featherstone.uwmat.co.uk](mailto:user1@featherstone.uwmat.co.uk)



- Once logged in, access Teams from the toolbar (see right).
- Select 'Calendar' from the toolbar in Teams.

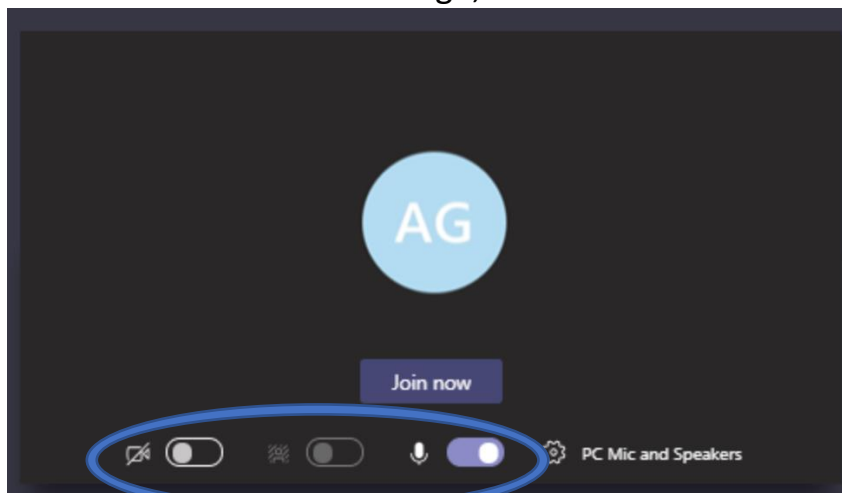


- Click on the scheduled lesson in your calendar at the given start time by clicking on the purple meeting icon.



- Click 'join' on the top-right of the screen.

- You can now choose whether to set your camera  and microphone  to on or off, using the 'toggle' icons shown below. If the icon has a 'strikethrough,' then it is off.



### Advice for Teams Meetings

- Ensure everyone in your household knows you are in a Teams meeting and that your camera will be switched on (if choosing this option).
- Take care to eliminate background noise.
- If an echo occurs, try muting your microphone and then unmuting it when you would like to speak.