



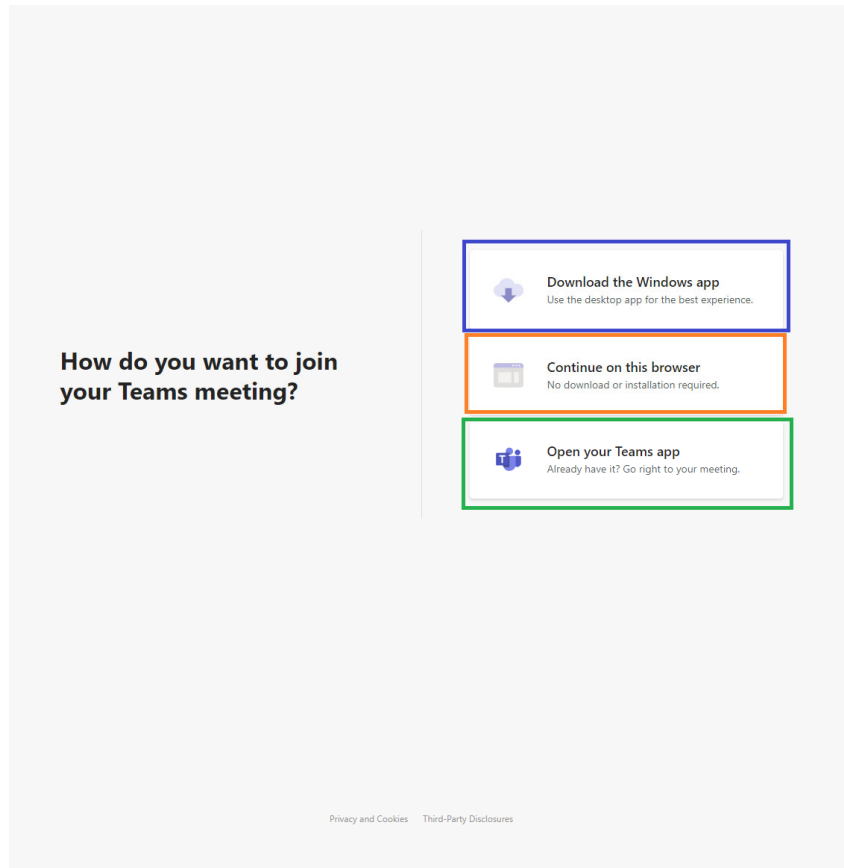
Teams Manual (Parents' Guide)

Apple, Laptop & Desktop Computers

Accepting Teacher's invite for a meeting

Open your Email and Click the link that the School or teacher has sent you.

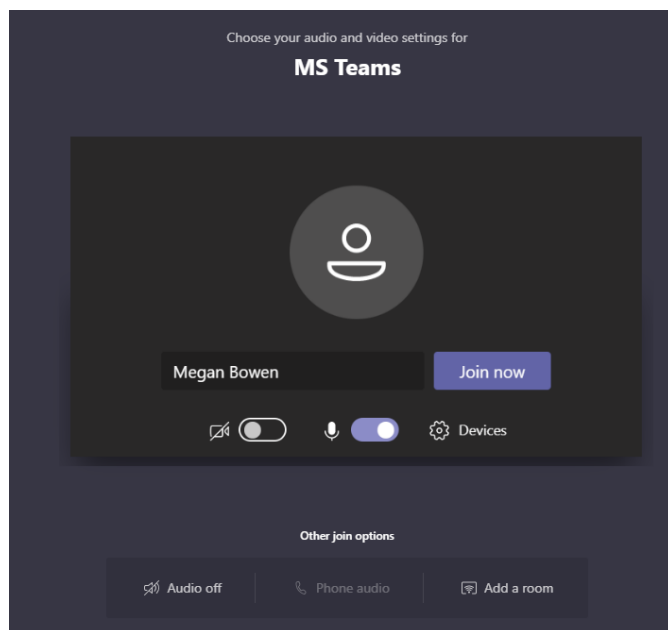
1. Windows



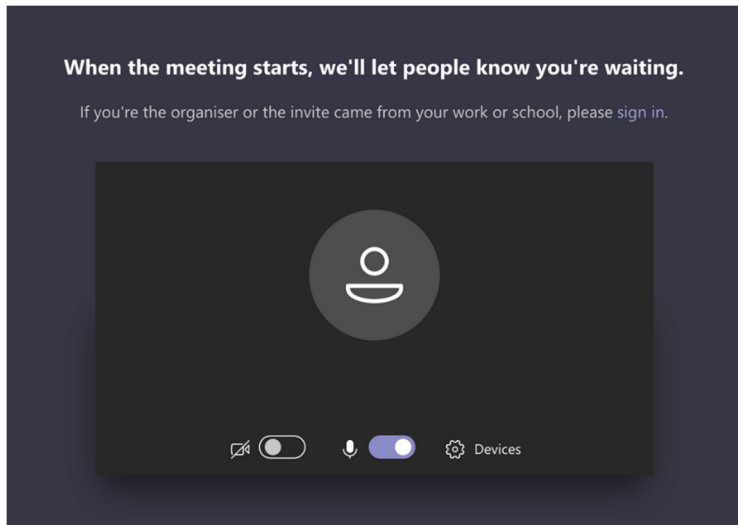
Upon clicking the link, you can choose to open teams via the following options:

- **Join via web-browser, you do not need to install MS Teams for you to join the meeting**
- **Join the meeting by downloading the application and installing it on your Windows computer**
- **If you have teams installed, you can click Open your Teams App**

Supply your name and ensure that you have a camera(requires strong internet/wifi signal), microphone, and speakers/headset for you to be able to fully utilize MS Teams features.



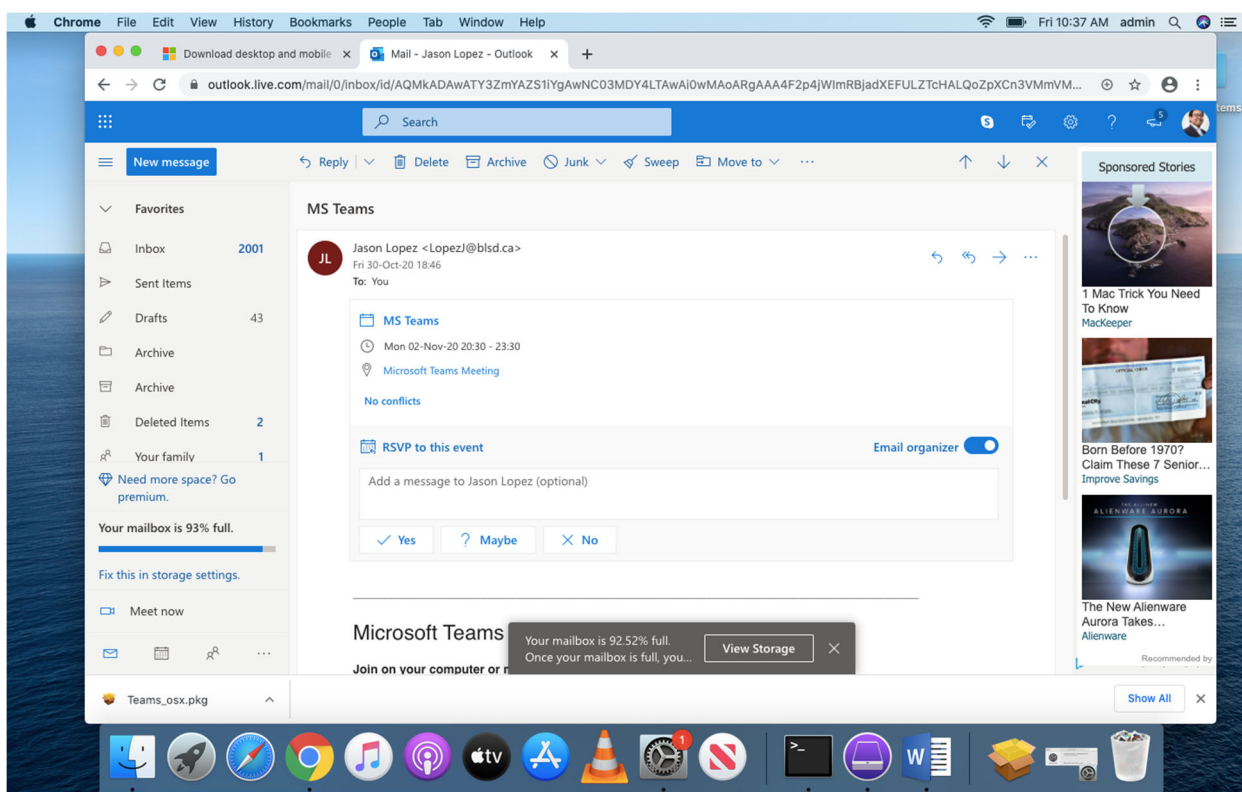
Click **Join Now**



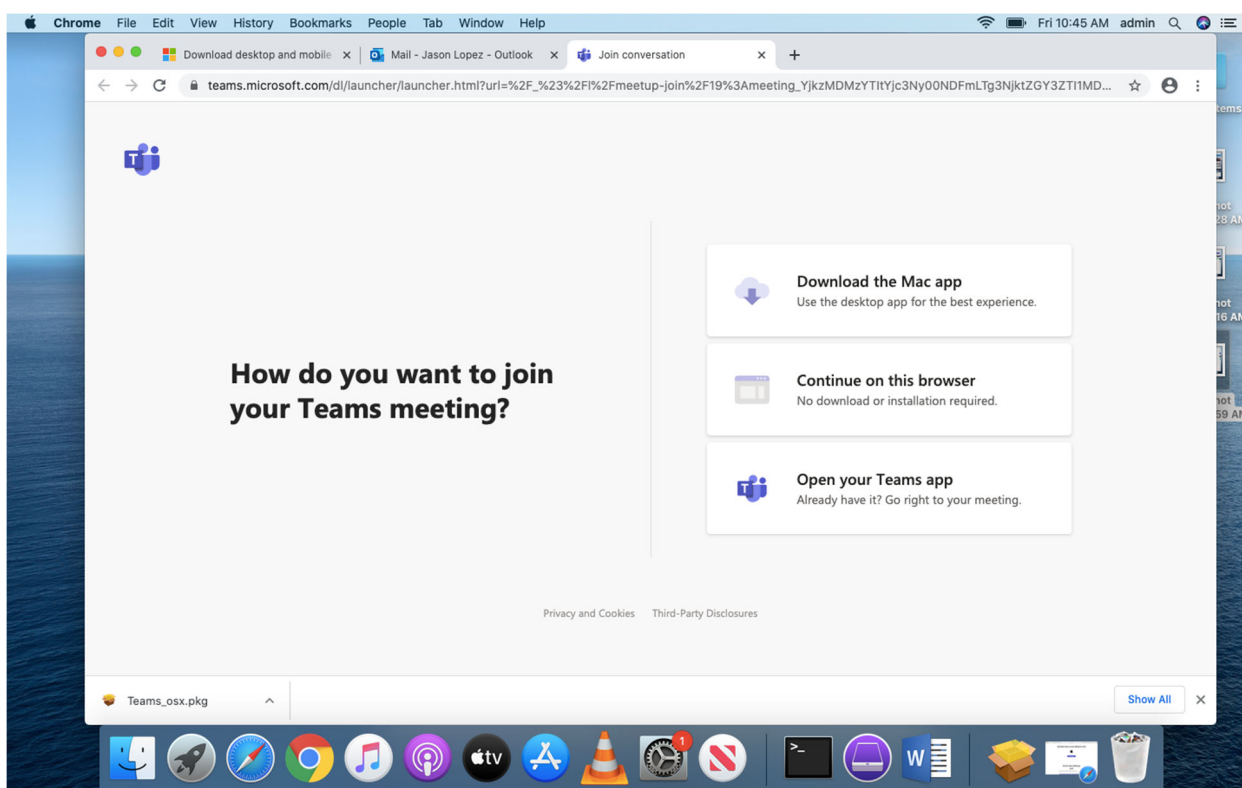
Once the meeting starts, the organizer will let you in from the lobby.

2. Mac

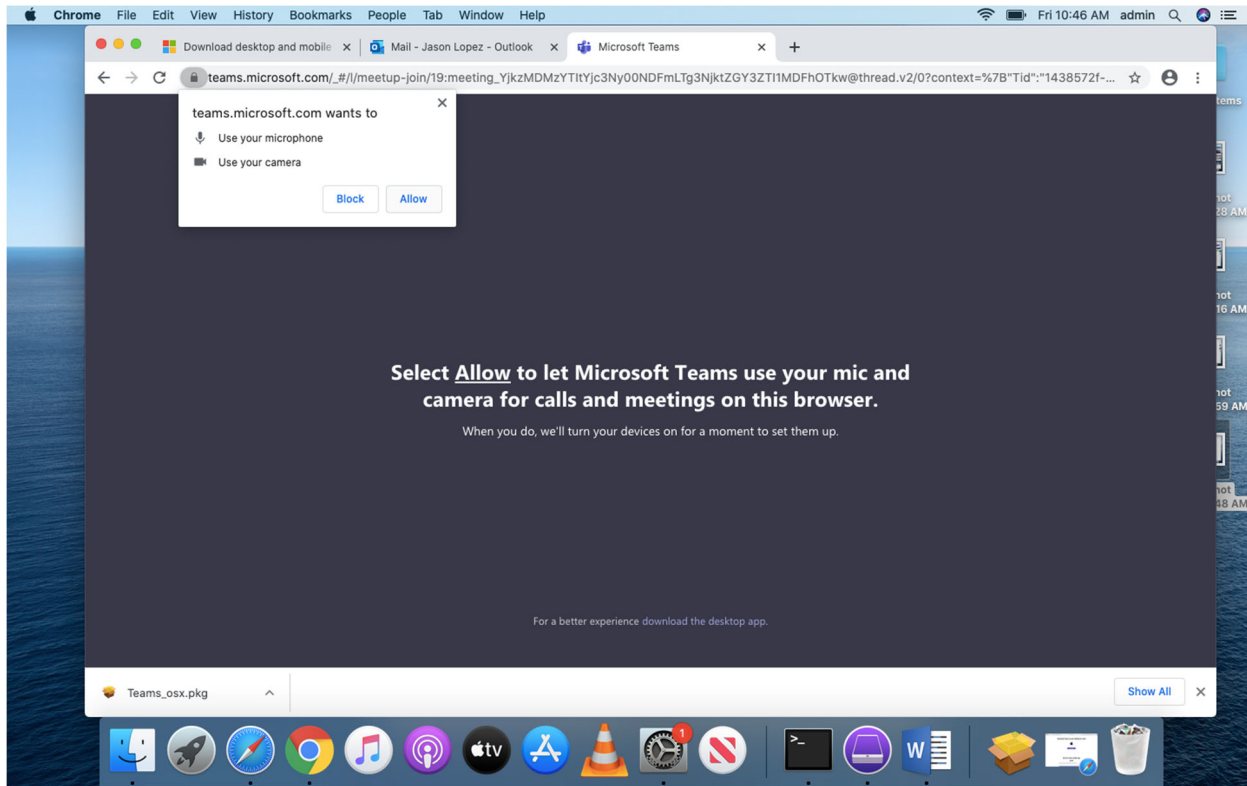
Open your email containing the invite sent by the School or the Teacher and click the link to join to teams



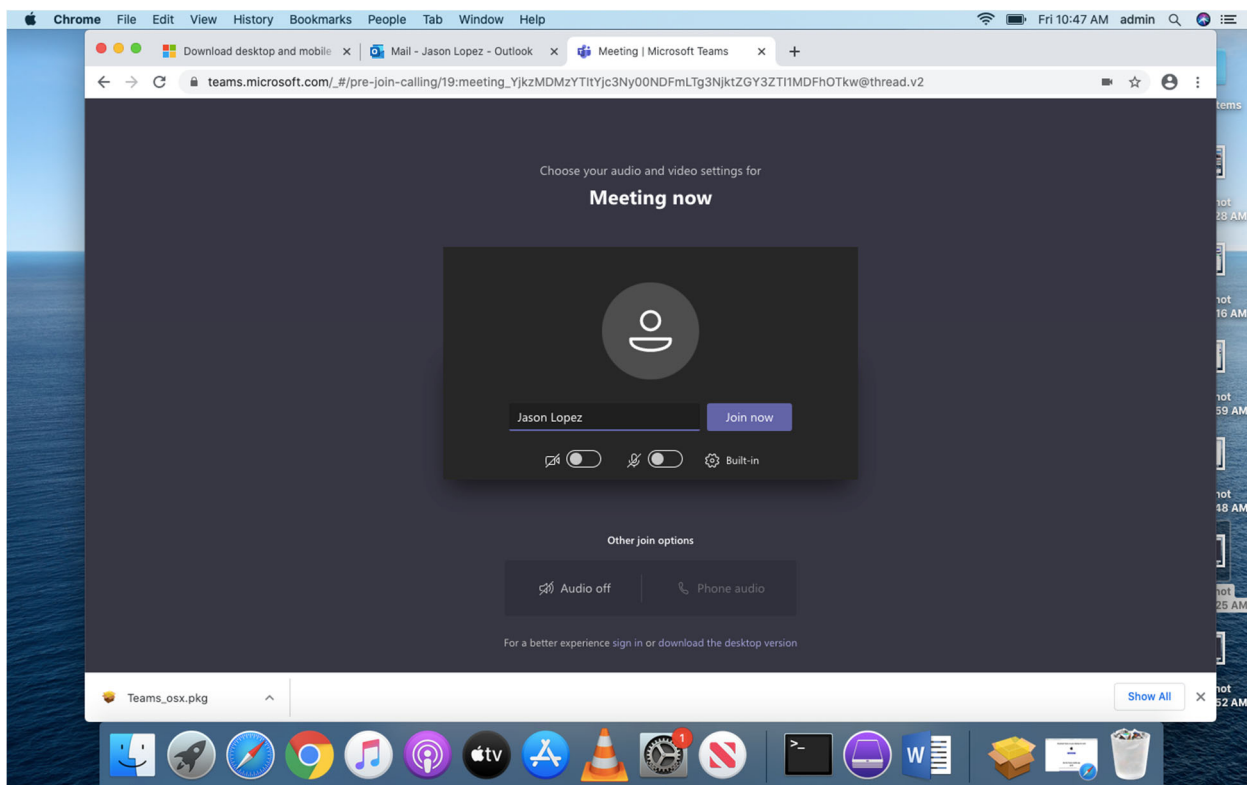
You can choose to not install MS Teams on your Mac Computer and click “Continue on this browser”



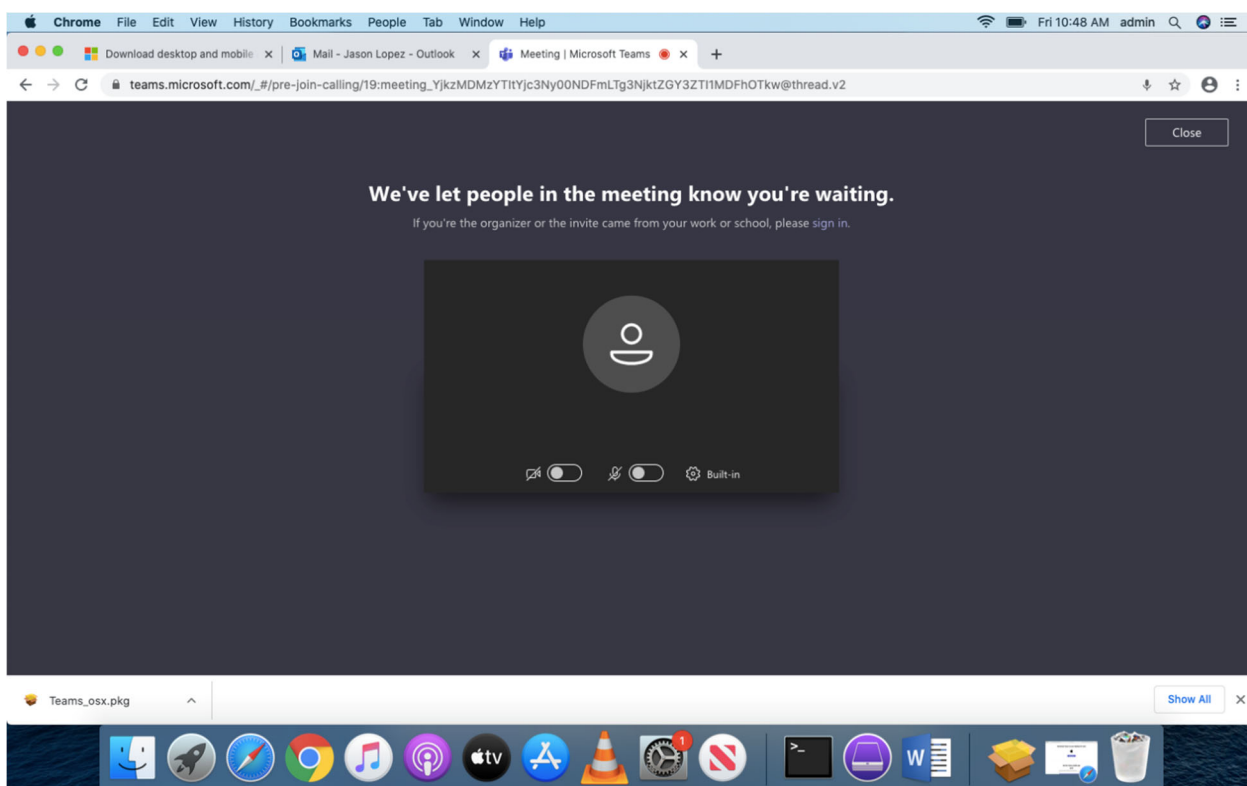
Ensure that you allow microphone and camera permissions to your browser, if this step is missed, you will not be able to hear anything and see your camera during the meeting.



Fill in your name and click Join Now



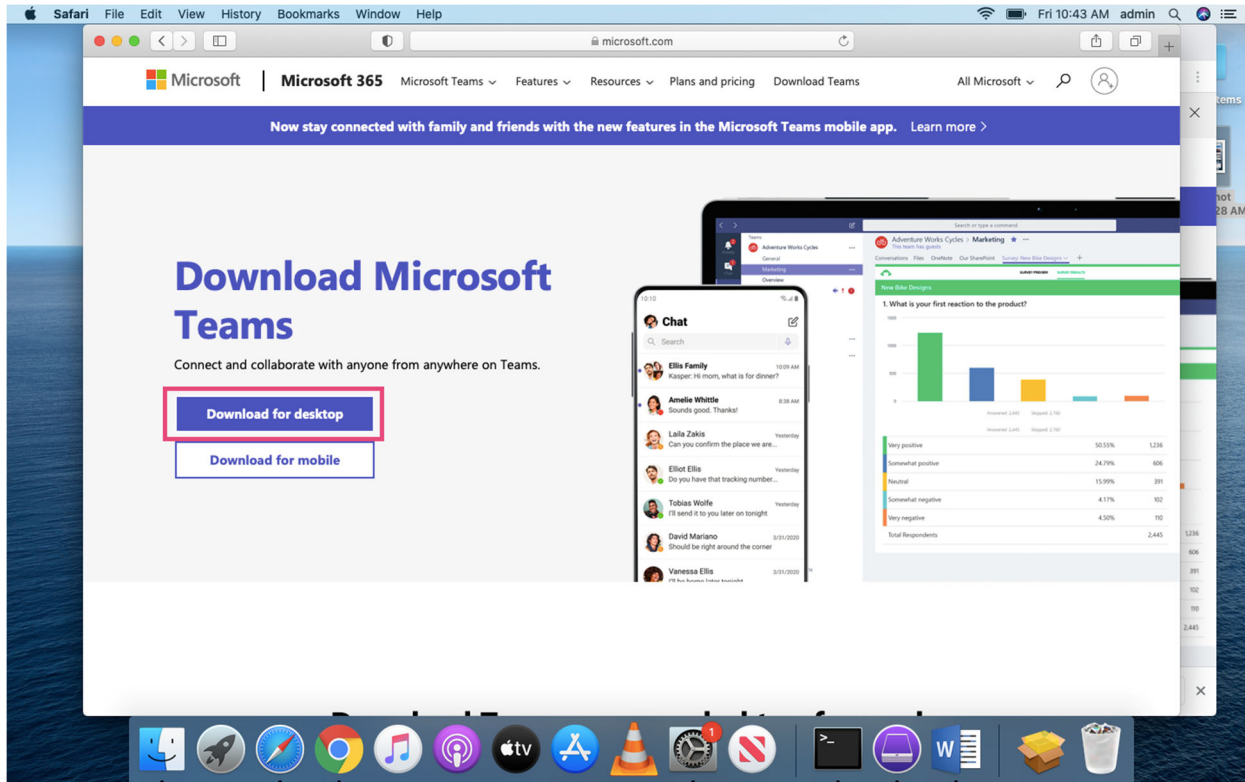
Once the meeting starts, someone will let you in from the Lobby



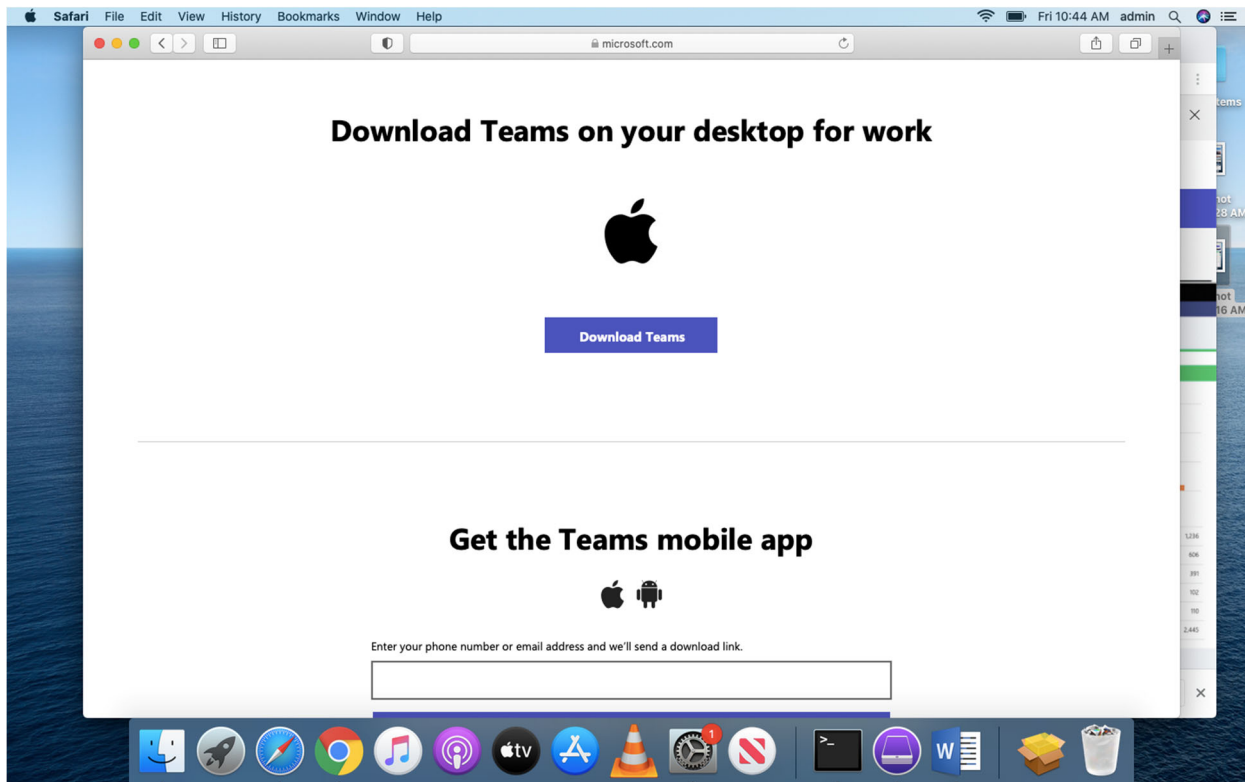


Installing Teams on your Mac Computer

Go to teams.microsoft.com/downloads



Click Download for Desktop



Click Download Teams and double click the dmg file after it downloads. Install as normal



Mobile Devices

You can create an account for MS Teams, by logging into Microsoft.com



Download the MS Teams App on your android device from [Google Play Store](#)
Once installed, go to your email and click the link and open with the MS Teams App



Download the MS Teams App on your android device from [Apple App Store](#)
Once installed, go to your email and click the link and open with the MS Teams App