**Joining a Virtual Parent Council meeting without a Teams account**

**Computer Instructions**

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

1, Go to the email you were sent by the organizer and click on Join Microsoft Teams Meeting.


2, That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome.

3.Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.

4.Enter your name and turn camera on and mic off.

5.When you're ready, hit **Join now**.

6.This will bring you into the meeting lobby. The meeting organizer will be notified that you're there, and someone in the meeting can then admit you.

7.Once you're in the meeting turn your video on and your mic off by tapping on the centre of your screen to show the meeting controls. Tap again to hide them. See below for all meeting controls.

 A B C D E F G H

A – Camera which can be turned on and off by clicking on the icon

B- Microphone which can be turned on and off by clicking on the icon

C- Open share tray – possibly not needed but can be used to share desktop or documents

D - More options. This is where the recording facility can be found and where you can share meeting notes

E – Raise your hand

F – Chat bar. Click on this and you can type a comment

G – Show participants in the meeting

H – to hang up