How to join your child's virtual conference

Which device will you be using to connect?

Note: we recommend Chrome as your default browser.
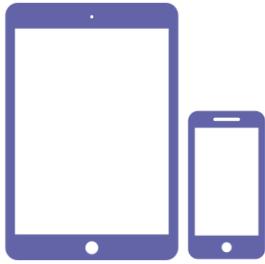
tablet or cellphone

1. Install the Microsoft Teams app from your device's app store. There is no need to create an account.

2. Five minutes before your conference is set to begin, click on the meeting link sent to you via email.

3. Tap **Join as a guest**
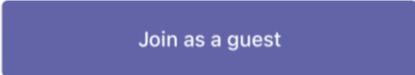
4. Enter your child's first name and last initial (i.e. John S)

5. Tap **Join meeting**
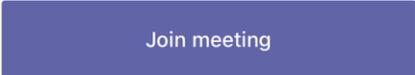
6. You will then see that you are being connected to the meeting.

   Connecting...

7. You will then wait in the queue until the teacher admits you into the meeting. This is similar to an in-person conference wherein the teacher would open the classroom door to invite you in at your designated time.

   Hello Student's Name,

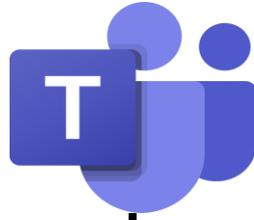   Someone in the meeting should let you in soon.

8. Tap your screen and enable your mic. Enable your video camera if desired.

9. When the conference is concluded, tap

10. You may be asked to rate the quality of the call. You can simply tap the X.

    ✕ **Virtual Conference**
       Call ended

laptop or desktop computer

1. Five minutes before your conference is set to begin, click on the meeting link sent to you via email.

2. Select **Continue on this browser** No download or installation required.

3. You may be prompted to allow Teams to use your mic and camera. If so, click allow.

   teams.microsoft.com wants to   ✕
   🎤 Use your microphone   **Allow**
   📷 Use your camera

4. Enter your child's first name and last initial (i.e. John S)

5. Enable your mic. Enable your video camera if desired.

6. Tap **Join now**

7. You will then wait in the queue until the teacher admits you into the meeting. This is similar to an in-person conference wherein the teacher would open the classroom door to invite you in at your designated time.

   We've let people in the meeting know you're waiting.

8. When the conference is concluded, tap

9. You may be asked to rate the quality of the call. You can simply click the X (top left) to close the browser window.

Regina Catholic Schools

www.rcsd.ca