## **Microsoft Team Meeting Instructions for Parents:**

You can participate using your desktop, phone or electronic device. Once you receive an invitation to join a video conference, you will automatically be prompted to download the application. You will need to download the Teams App to your phone or electronic device and/or if you do not have Microsoft Office 365 suite, you will need to download the Microsoft Teams App onto your computer.



1. You will receive a calendar invite similar to this.



2. At the indicated meeting day and time, refer back to the invitation email and click to join a meeting:

