

HOW TO JOIN OUR MORNING MEETING

The morning meeting is a perfect place for you to ask any questions or share any concerns you have about your home learning. It's also a great way to stay in contact with your amazing school friends and teachers. Here is a quick guide on how to join the meetings.

1. Have your school email and password ready

If you are unsure or have forgotten the details, contact school and we can help you.



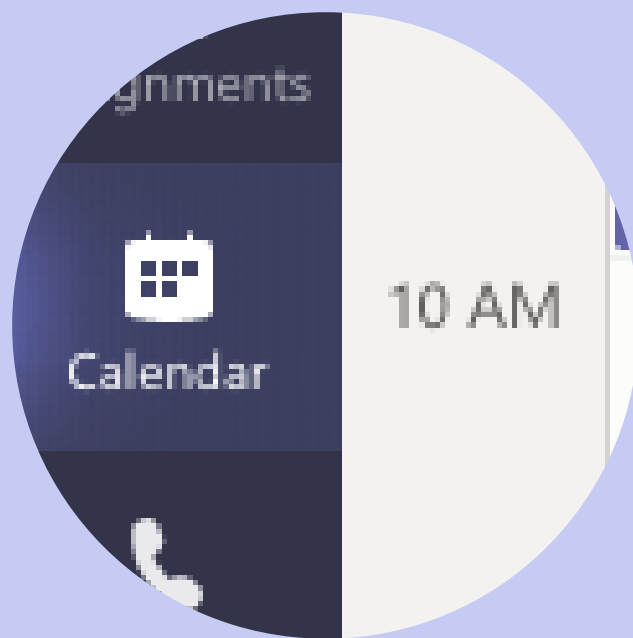
2. Log into Microsoft Teams

It's really easy to find by searching the files on your computer.



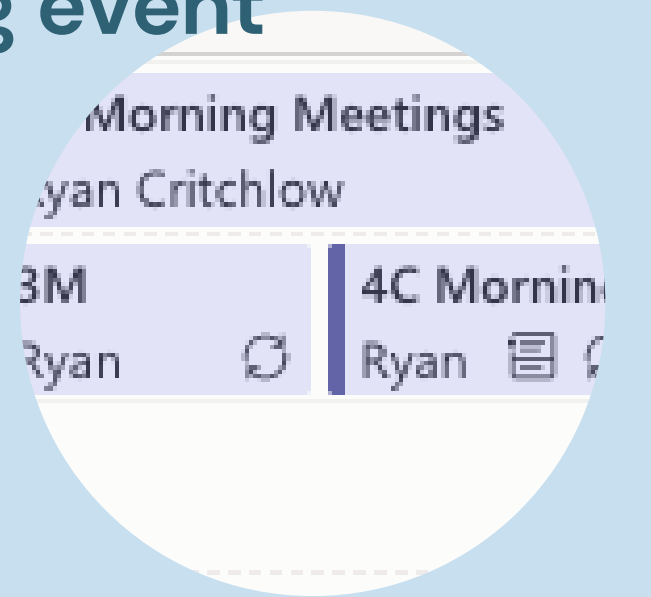
3. Find the calendar tab on the left hand side

The calendar will take you to all the events coming up for the class group you are in. It will look a bit like this.



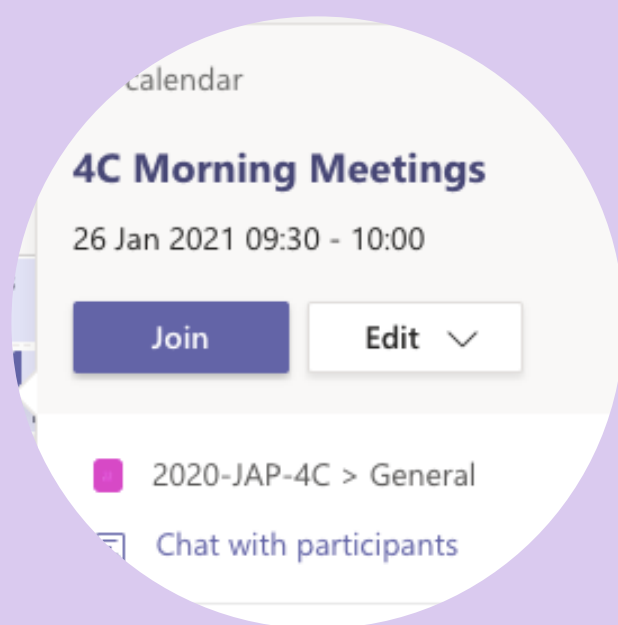
4. Find the meeting event

This will show up when you click on your year group button. Find the invitation for your class and click on it. It looks like this.



5. Click the JOIN button

This is on the top right of your screen and will look like this



6. Smile for the camera!

Make sure you are on mute when you enter the room, but, do have your camera on so we can all see each other.

