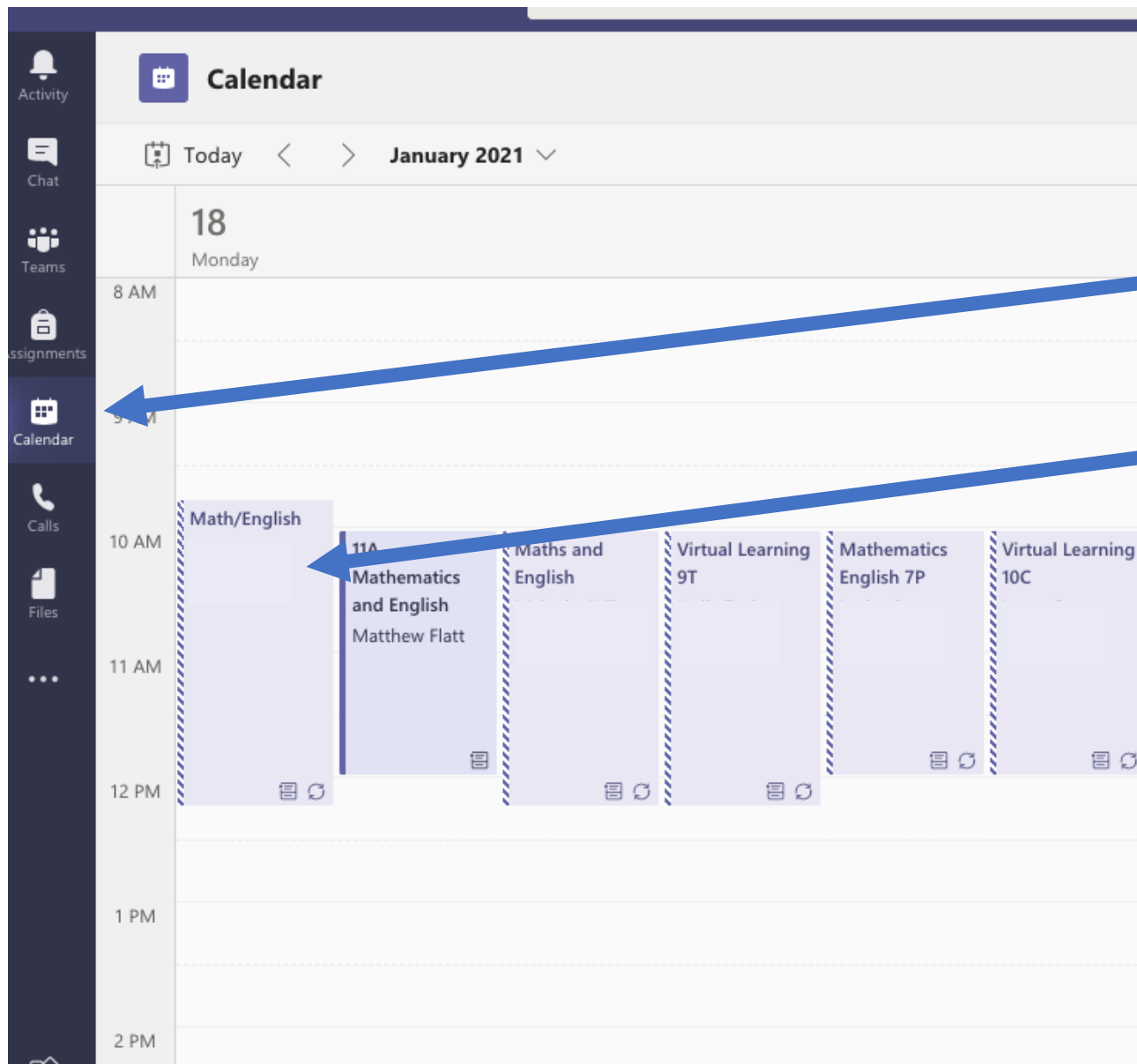


## How to access a Teams meeting



1. Log into Microsoft Teams using your username and password provided.

2. Click on the calendar link in the menu bar.

3. Click on the calendar entry. Make sure you are on the right day in the calendar. For your information you will only see one or two calendar entries per day.

4. The meeting information will load and you should click the 'join' box in the top right-hand corner.

Join

Close

5. You will then sit in a virtual waiting room until the teacher starts the meeting.