## How to access Teams for Parents Evening

- 1. Log in to teams using your child's email and password 5 minutes before your allocated call time.
- 2. Answer the call with your child's class teacher. When they call it will look like the below images. The first image is on a computer, the second on a phone. Click either the blue phone or blue tick to answer the call.



3. If you do not have a headset or microphone built in your device, please let the class teacher know via chat. See below for where to click for chat option



If you are having problems receiving the call you can request a telephone conversation via chat. See below

