

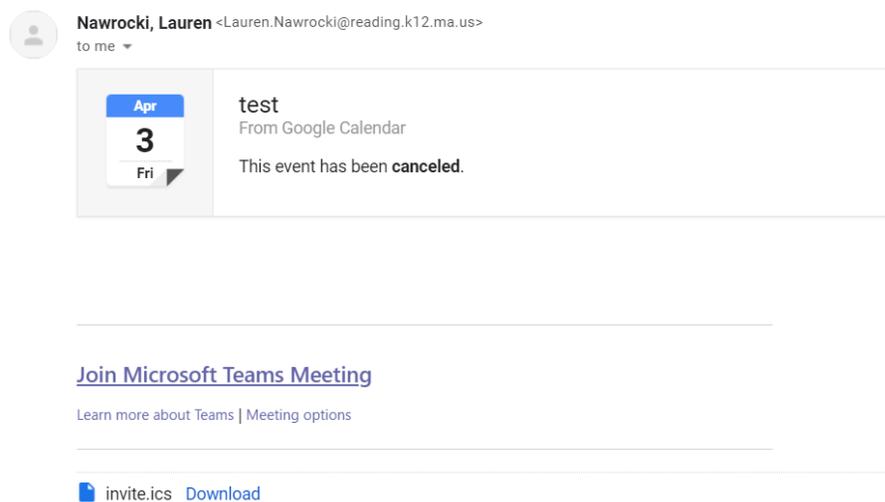
## Using Microsoft Teams for Parents

To use Microsoft Teams, you DO NOT need to have an account.

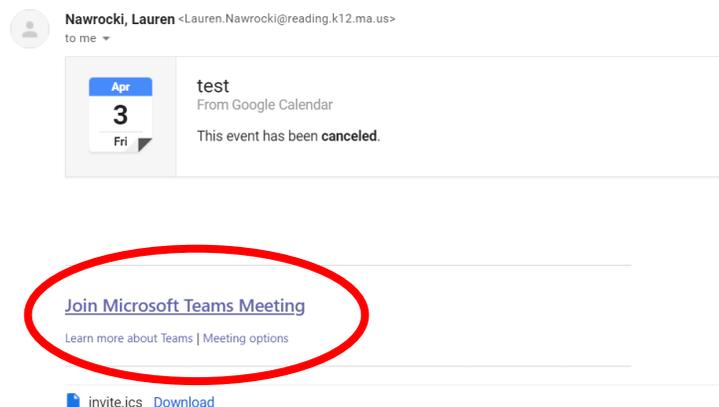
You have TWO choices: you may either use (1) Microsoft Teams through your browser or (2) download the Microsoft Teams app. Some browsers may not support Microsoft Teams, so if possible, downloading the app may be the better choice.

### Browser (Option 1)

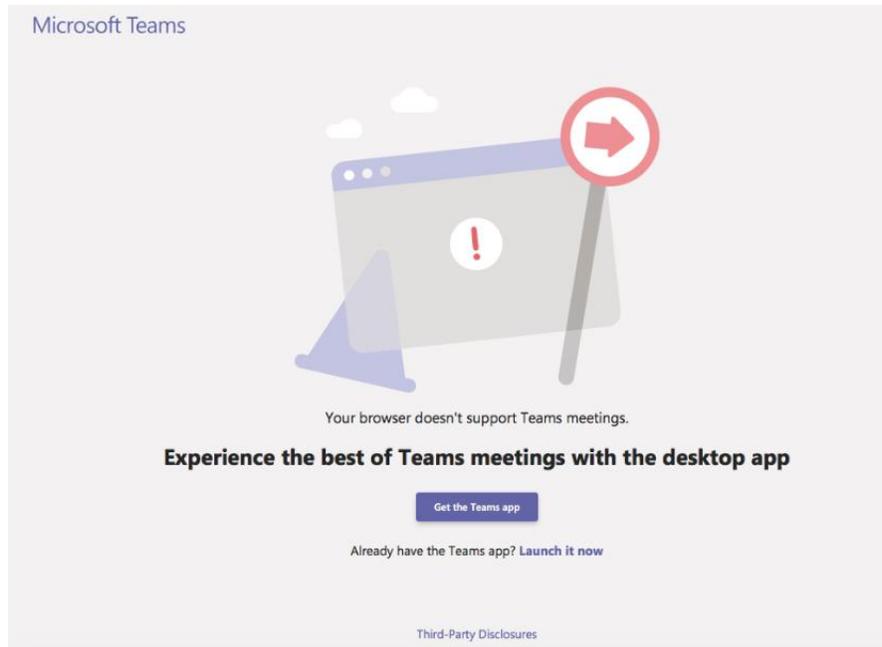
- 1) When you are invited to a meeting, you will receive an invitation to the meeting at your given email address. It should look like the invitation below:



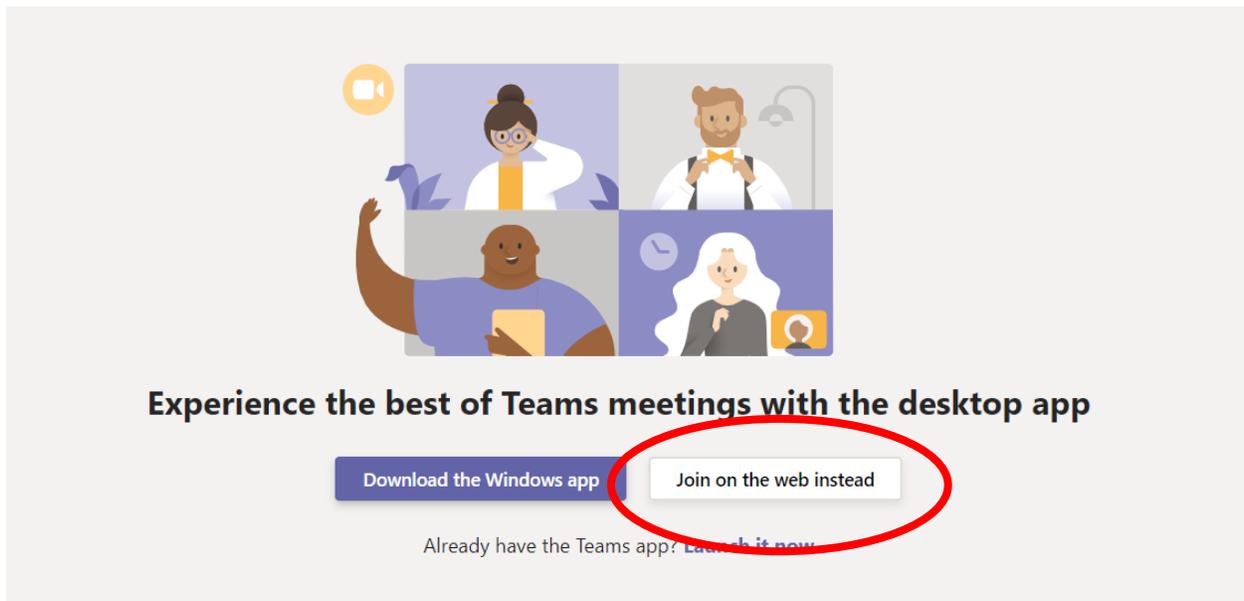
- 2) When it is time for the meeting, you can click where it says, "Join Microsoft Teams Meeting".



- 3) If you see the screen below, it is a sign that you should try a different browser or switch to Option 2 (Microsoft Teams App).



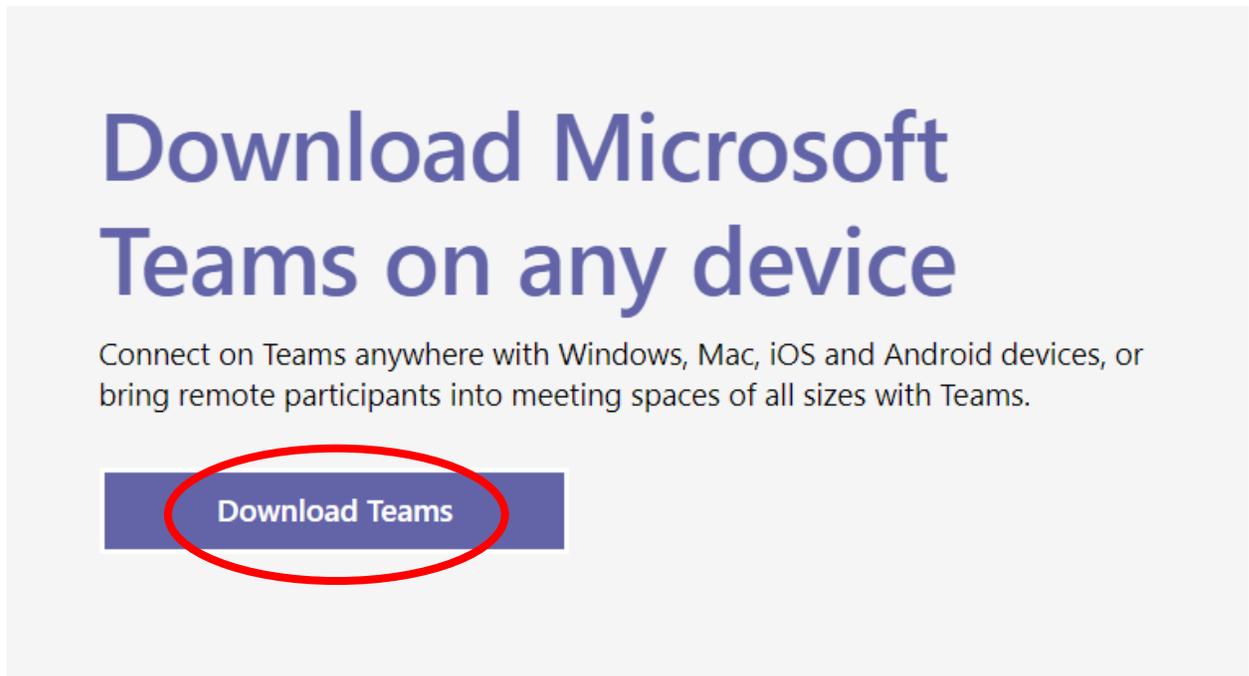
- 4) If you see the window below, it means that you can probably use your browser. You should click on "Join on the web instead".



- 5) You will then need to allow your camera and microphone to be used. (If you are entering a chat with more than one student, please mute your microphone to begin.)

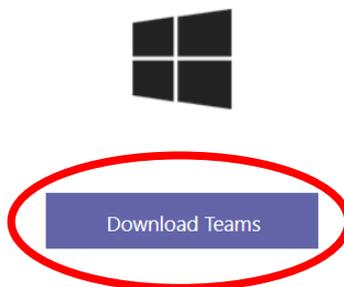
## App (Option 2)

- 1) Click on link <https://products.office.com/en-us/microsoft-teams/download-app>.
- 2) You should see the screen below and click where it says, "Download Teams".



- 3) Then, you should see the screen below and click where it says, "Download Teams".

## Download Teams for your desktop

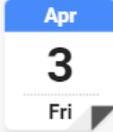


- 4) Once it is downloaded, open your Downloads Folder and click on the file to finish the download and install it. You will need to follow your device's steps to install it. If it asks you create an account, this is NOT necessary.
- 5) After Microsoft Teams is installed, you DO NOT need to make an account or do anything else. You just need to wait to be invited to a meeting.

6) When you are invited to a meeting, you will receive an invitation to the meeting at your given email address. It should look like the invitation below:

 **Nawrocki, Lauren** <Lauren.Nawrocki@reading.k12.ma.us>  
to me ▾

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**test**  
From Google Calendar  
This event has been **anceled.**

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[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

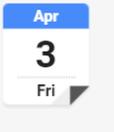
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 [invite.ics](#) [Download](#)

6) When it is time for the meeting, you can click where it says, "Join Microsoft Teams Meeting".

 **Nawrocki, Lauren** <Lauren.Nawrocki@reading.k12.ma.us>  
to me ▾

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**test**  
From Google Calendar  
This event has been **anceled.**

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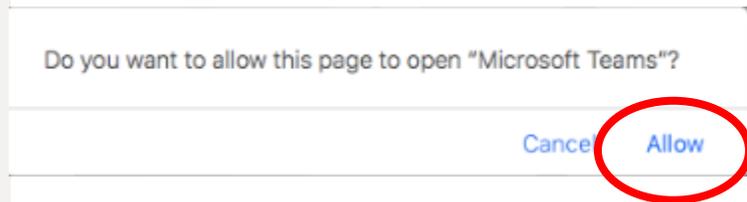
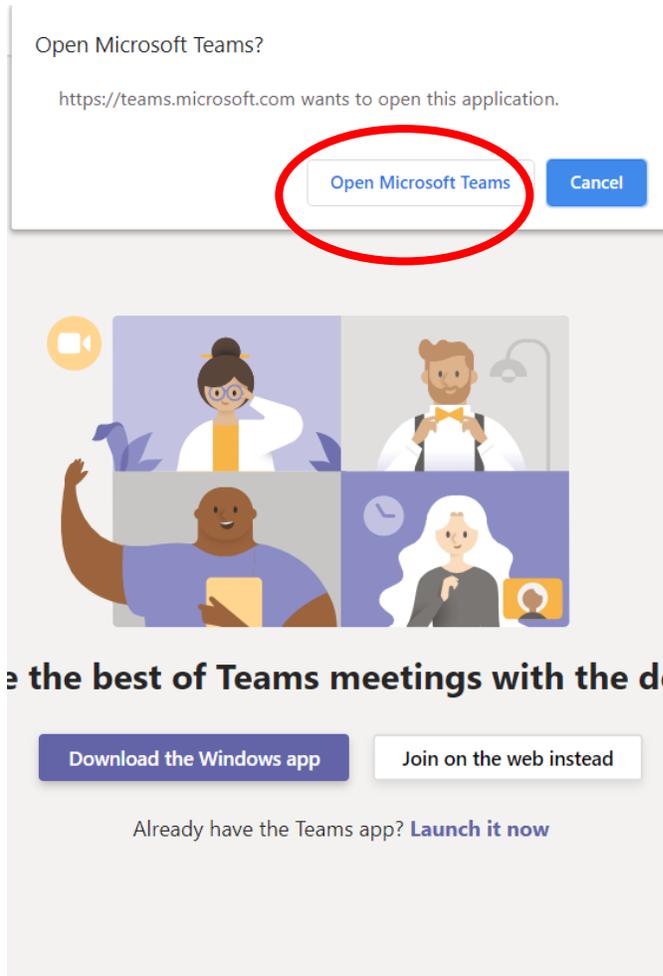
[Join Microsoft Teams Meeting](#)

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 [invite.ics](#) [Download](#)

7) You will then see something like the windows below. The windows may vary depending on your browser. You should click on "Open Microsoft Teams" or "Allow". Please find whatever option allows Microsoft Teams to open.



8) You will then need to allow your camera and microphone to be used. (If you are entering a chat with more than one student, please mute your microphone to begin.)