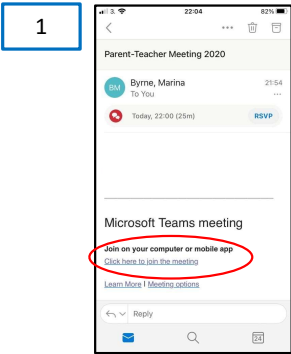
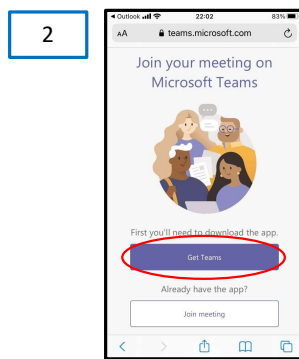


Tips for joining your Parent Teacher Meeting via mobile

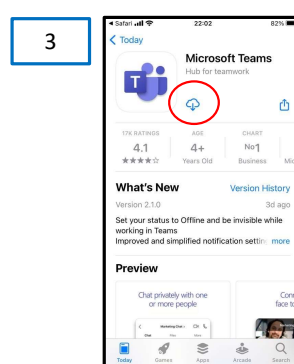
- You will receive an email from your child's teacher for the time that you booked on Aladdin
- Click on the **link to the meeting** at the time indicated, if you already have the Teams App installed on your mobile it will launch. Follow steps 6-10 below to join the meeting
- If you do not have the Teams App available on your mobile please follow steps 1-10 below to install it and then join the meeting



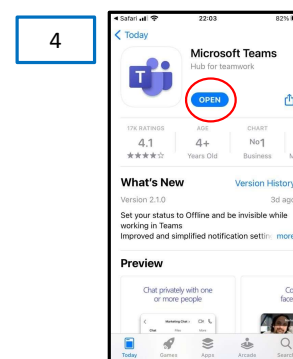
Click on Meeting Link



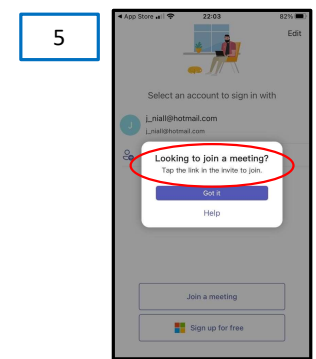
Click on 'Get Teams'



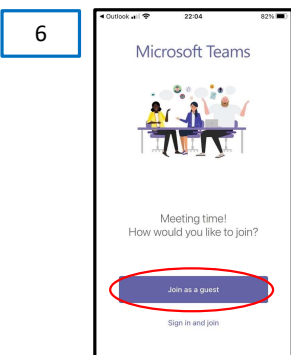
Download from App Store



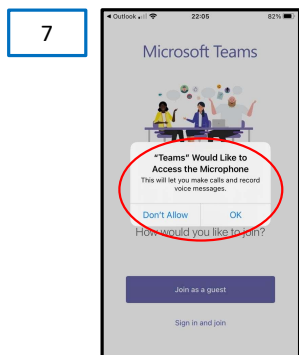
Open Teams App



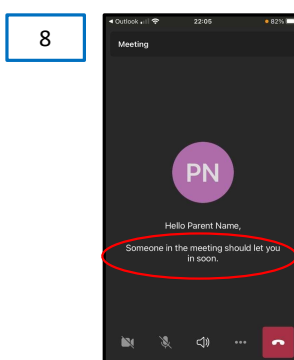
Go back to link in the meeting invitation & click to join



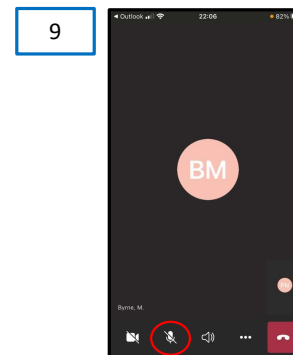
Click 'Join as a guest'



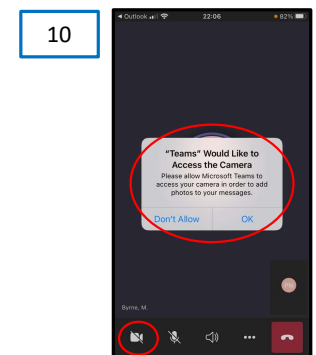
Click 'OK' to allow microphone access



Wait for Teacher to admit you to the meeting



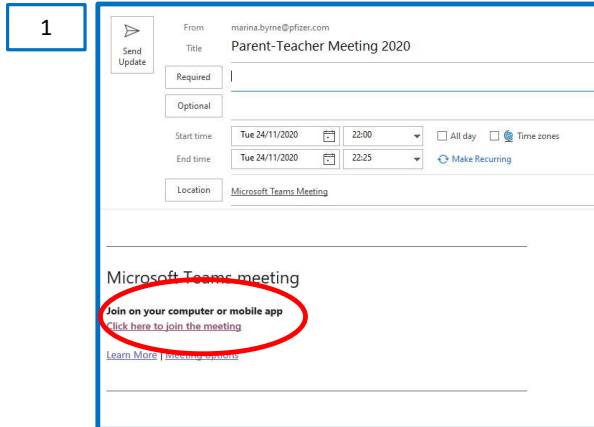
'Unmute' your microphone to speak



Turn on your camera

Tips for joining your Parent Teacher Meeting via laptop / computer

- You will receive an email from your child's teacher for the time that you booked on Aladdin
- Click on the **link to the meeting** at the time indicated, if you already have the Teams App installed on your laptop/computer it will launch. Click on **'Join Meeting'** and then follow steps 3-5 below
- If you do not have the Teams App installed on your laptop/computer follow steps 1-5 below (it is recommended you choose the **'Join on the web'** option)



You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps **to join as a guest**.

1. Go to the meeting invite and select **Join Microsoft Teams Meeting**.
2. That will open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web** instead. If you join on the web, you can use either **Microsoft Edge or Google Chrome** (other browsers may not work)
3. Your browser may ask if it is okay for Teams to use your microphone and camera. Be sure to allow it so you'll be seen and heard in your meeting.
4. Enter your name and choose your audio and video settings
5. When you're ready, click **Join now**.
6. This will bring you into the meeting lobby. **Wait for the Teacher to admit you to the meeting**

