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### Joining a parent consultation Teams Meeting – External Organisations (parents)

This short guide will let you know the process to join your parent consultation Teams Meeting. It will cover both desktop and mobile devices.

#### Online Desktop:

- Open the email invitation
- Click on the link to Join **Microsoft Teams Meeting**
- If you do not have the **free Microsoft Teams program**, you will be prompted to download it onto your desktop.
- You do not have to create a Teams Account in order to join a Coopersale led meeting.
- Once the program has installed, navigate back to the invitation email and **click on the link again** and chose to open the meeting using **Microsoft Teams**
- In the Teams program, simply click '**Join as a Guest**'
- You can then choose which name you want to appear as in the Meeting
- The App will ask you if you want to **allow Teams to record audio** – select **yes**, so your microphone can be enabled, and you will be heard in the Meeting.
- Any External participants (parents) will go into the lobby first – the Organiser (class teacher) will then join you to the meeting.

#### Mobile devices, tablets:

- Open the email invitation
- Click on the link to Join **Microsoft Teams Meeting**
- If you do not have the **free Microsoft Teams App**, you will have to download it onto your mobile device through the Apple Store or the Google Play store.
- You do not have to create a Teams Account in order to join a Coopersale meeting.
- Once the app has installed, navigate back to the invitation email and **click on the link again** and chose to open the meeting using **Microsoft Teams**
- In the Teams App, simply click '**Join as a Guest**'
- You can then choose which name you want to appear as in the Meeting
- The App will ask you if you want to **allow Teams to record audio** – select **yes**, so your microphone can be enabled, and you will be heard in the Meeting.
- Any External participants (parents) will go into the lobby first – the Organiser (class teacher) will then join you to the meeting.