

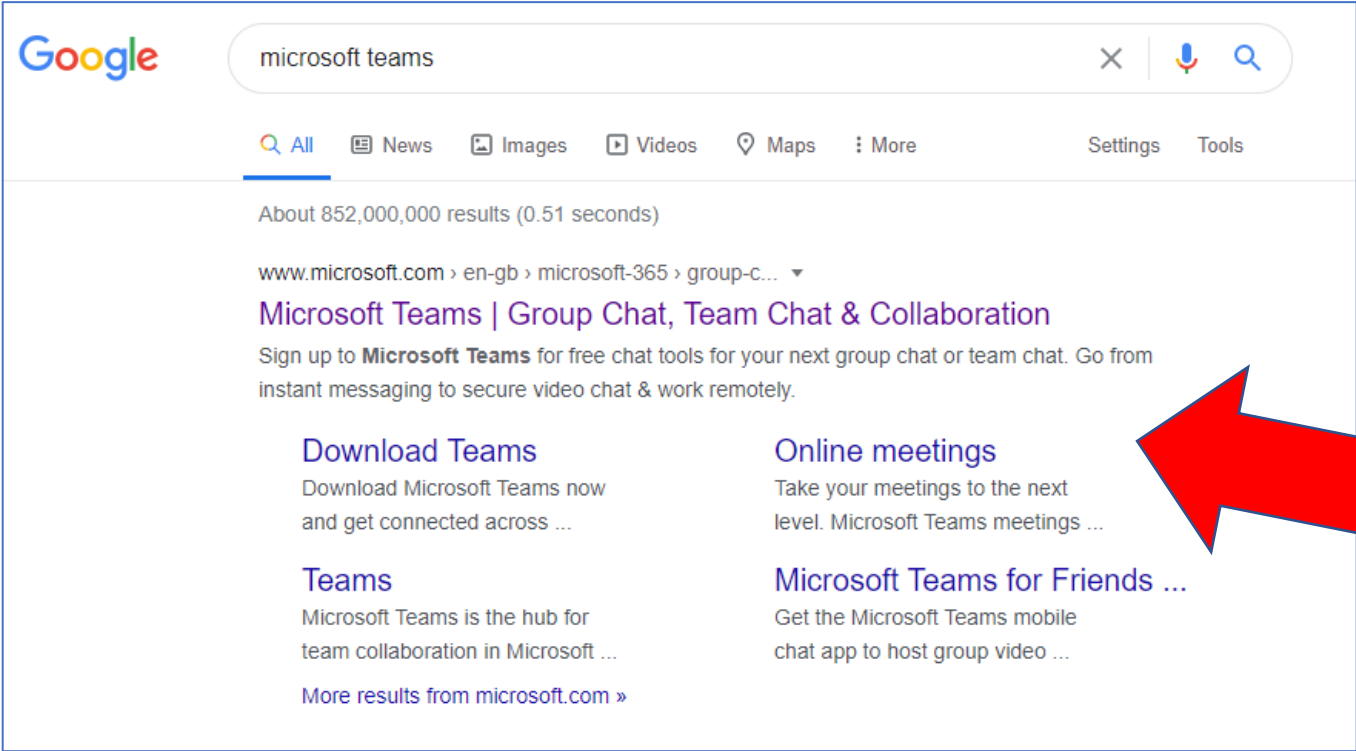


# Accessing Teams for Parents' Evening

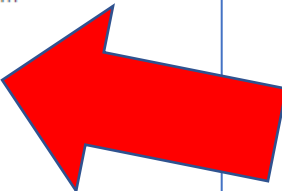




# What devices can I access Teams on?



Teams can be accessed on phones and tablets but **it is much better if you use a desktop app.**



Search for 'Microsoft Teams' in google and it will be the top result.



# Downloading the Teams desktop app

A screenshot of the Microsoft Teams website. The browser address bar shows 'microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software'. The navigation menu includes 'Microsoft 365', 'Microsoft Teams', 'Features', 'Resources', 'Plans and pricing', and 'Download Teams'. The 'Download Teams' link is circled in red, and a red arrow points to it from the right. Below the navigation bar, there is a blue banner with the text 'The Together Mode and Large Gallery View features are rolling out to customers now. Learn how to turn on these new features.' The main content area features the heading 'Microsoft Teams' and the sub-heading 'More ways to be a team.' Below this are two buttons: 'Sign up for free' and 'Sign in'. At the bottom left, there is a link 'Take a Teams guided tour &gt;'. On the right side of the main content area, there is a large image of a tablet displaying a Teams meeting with several participants in a gallery view.

To download the client app, click on 'download teams' and install.





# OR

Log into Office 365 using your child's school account details. You can access teams and download the software from the bar along the top

Once logged in, you will now have access to all the Office 365 apps available, including **Microsoft Teams**. Click the Teams icon.

If you wish, you can download office to your device by clicking install.

Good afternoon, Jane

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway All apps

Install Office

Recommended

The screenshot shows the Office 365 home page. A red box highlights the 'Teams' icon in the top navigation bar. A red callout box points to this icon with the text: 'Once logged in, you will now have access to all the Office 365 apps available, including Microsoft Teams. Click the Teams icon.' Another white callout box points to the 'Install Office' button in the top right corner with the text: 'If you wish, you can download office to your device by clicking install.' The page also shows a greeting 'Good afternoon, Jane', a row of application icons (Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, All apps), and a 'Recommended' section with document thumbnails.





# Signing in

To sign in you will need your child's usual school login and password.

However, you will need to add the school email address to your login.



Sign in

Your school login@kingshurst.tgacademy.org.uk

No account? [Create one!](#)

[Can't access your account?](#)

Sign-in options

Back

Next



← tpole@solihull.tgacademy.org.uk

Enter password

Your usual school password

[Forgot my password](#)

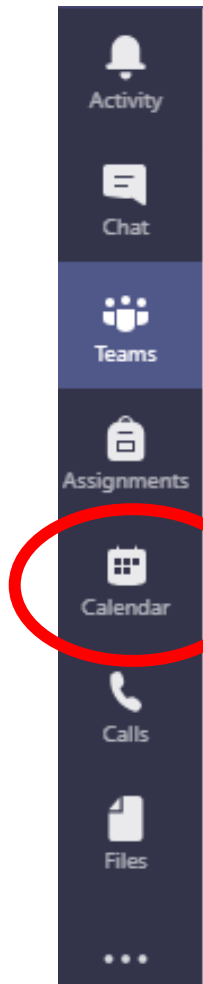
Sign in

Welcome to the Tudor Grange Academies Trust  
Office 365 Login Page.





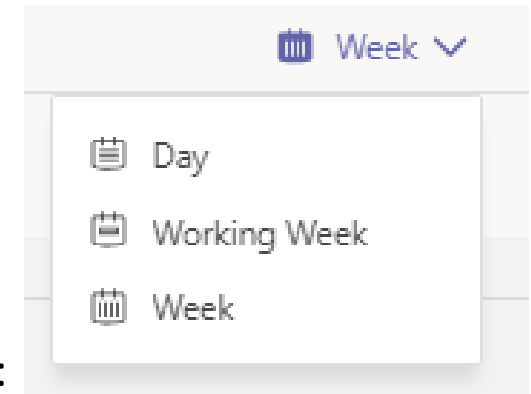
# Accessing the calendar



In the bar on the left-hand side of the screen select 'Calendar' and go to the date of the parents' evening.

You should see a meeting calendared for each of your child's classes. If you do not see all the subjects you are expecting please contact admin on the accompanying letter.

Select one of the meetings by clicking on it. You should see an option to join the meeting.



Day View:

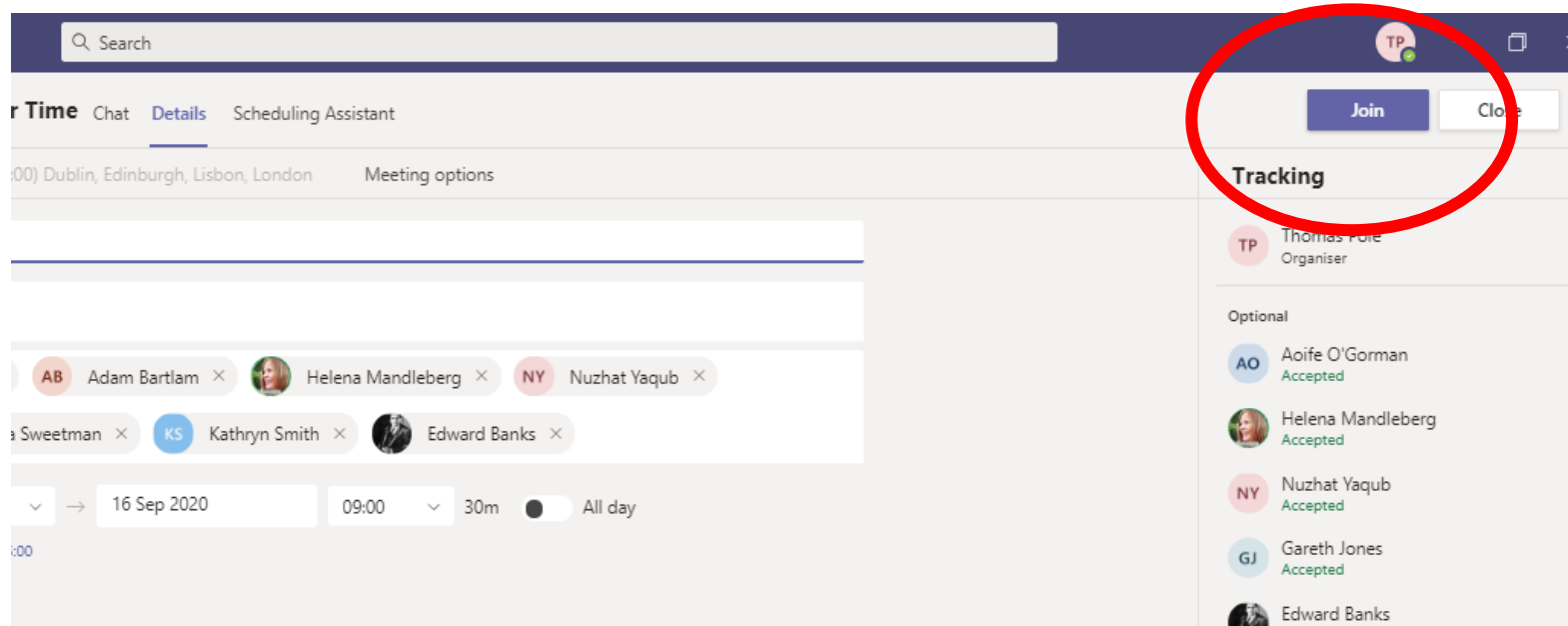
If you are a parent of a child in the Key stage 3/4 there will be a lot of meetings booked and they might be quite hard to see on the calendar. If you select 'Day view' this should make it easier to see them all.





# Joining the Meeting

Once you click on the meeting you will be taken to a screen that gives you the option to join. You will be admitted to a lobby where you will wait to be invited in by the member of staff.



As a test you can try joining a meeting before the evening. You will not be admitted past the lobby and no one will be able to see or speak to you. However, will have the opportunity to familiarise yourself with the settings and layout of Teams before the evening.



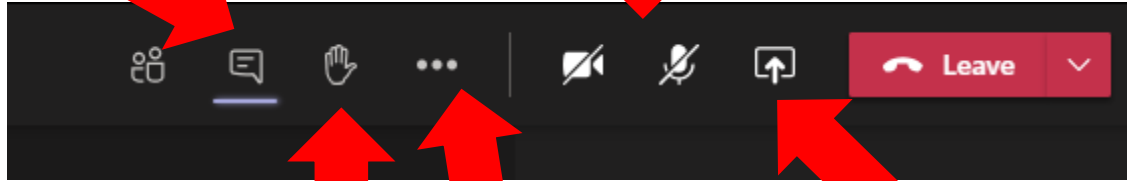


# During the Meeting

At the top of the screen there are a number of actions you can access during the meeting – the video and mic settings will probably be all you need.

Change your video and mic settings

Join the chat conversation  
(please do not use as other  
parents will be able to read it)



Put up your  
hand (you won't  
need this)

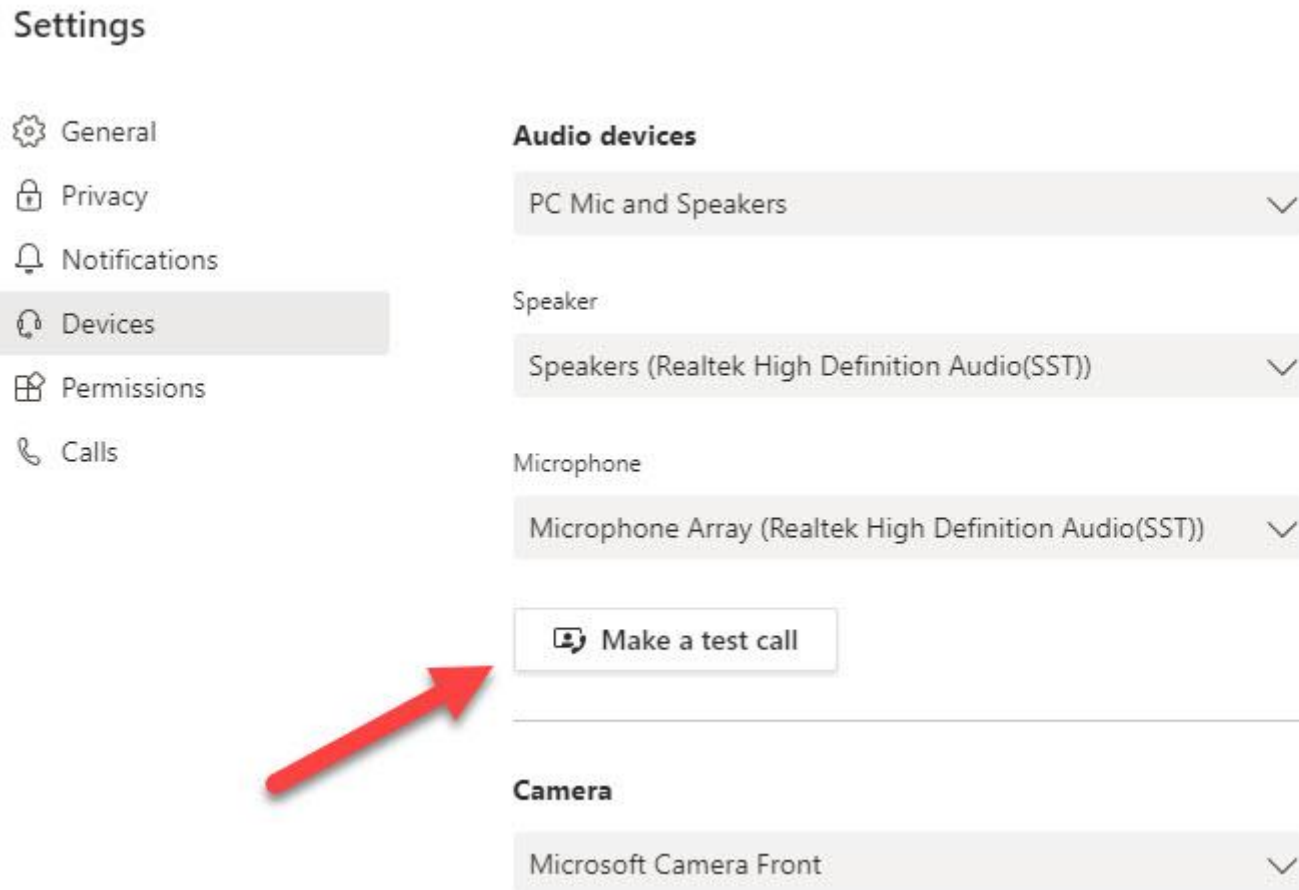
Share your screen (you won't need this)

There's an option to blur your background in here





# Another way to test your connection



The screenshot shows the Microsoft Teams Settings window, specifically the 'Audio devices' section. The 'Devices' category is selected in the left-hand menu. Under 'Audio devices', the following settings are visible:

- Audio devices: PC Mic and Speakers
- Speaker: Speakers (Realtek High Definition Audio(SST))
- Microphone: Microphone Array (Realtek High Definition Audio(SST))

A red arrow points to the 'Make a test call' button, which is located below the microphone selection dropdown.

## Making a Teams Test Call



To make a test call with the desktop client (**the option doesn't exist in the browser client**), click your avatar (picture) in the top bar and select Settings, then Devices. Make sure that the right audio devices are selected for the test and then click **Make a test call**







## Your test call results



Here's what we detected from your devices:

-  **Microphone - Microphone Array (Realtek High Definition Audio(SST))**   
 Connected



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-  **Speaker - Speakers (Realtek High Definition Audio(SST))**   
 Connected

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-  **Camera - Microsoft Camera Front**   
 Connected

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-  **Network**   
 Connected

Close

Go to device settings

Teams makes the test call to a bot.

Unlike human beings, bots are always ready to accept a call. The bot answers and allows you to record some words before playing the words back to you to check if the quality is acceptable. Only English-language calls are supported currently. At the end of the call, you see some test results.

Microsoft removes the recording of the test call after you finish.

The test call verifies that you can connect to Teams to make a call in the same way as you'd call into a meeting.

