HWDSB

Online Meetings for Parents and Guardians
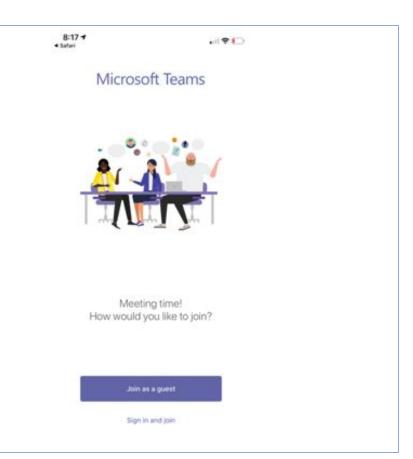
This information is designed to help you join an online meeting. A member of the school staff team will email the meeting link directly to you.

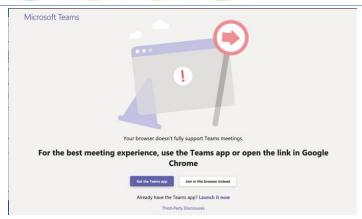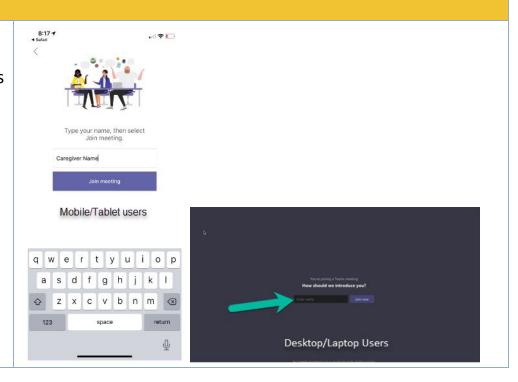|	
Mobile Phone and iPad/Tablet Users You will need to download the free Application through the Apple App Store or the Google Play store. The link to the meeting that has been shared with you will help guide the app launch. Join the Meeting as a Guest.	8:17 ◄ Safari **Microsoft Teams** Meeting time! How would you like to join? Join as a guest Sign in and join

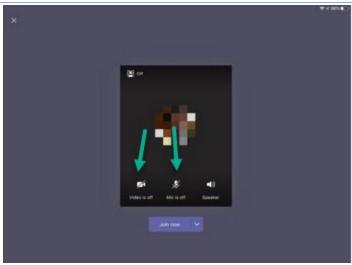| **Desktop / Laptop Users**

The MS Teams software does not need to be installed, but is only compatible with a small number of internet browsers.

For best results *without* downloading the software, please join the meeting using Google Chrome or Microsoft Edge. | |

Step 2: Joining A Teams Meeting

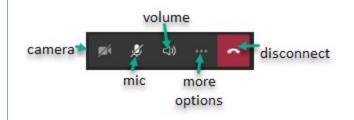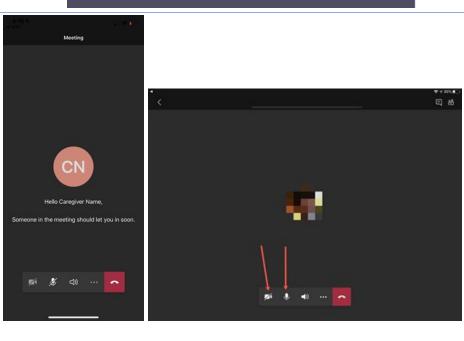| You will be taken to a screen where you can enter your name. This will be how individuals in the meeting will refer to you, and how your name will appear in the meeting text chat. | |

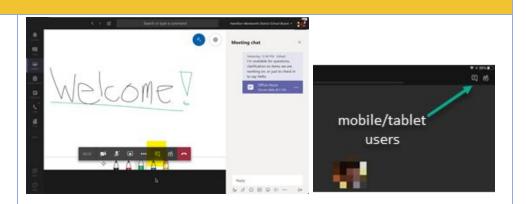|	
Before clicking the "Join Now" button to join the meeting, you can toggle your camera and microphone on or off.	
Once you have joined the meeting, you will notice some tools at the bottom of the display, where you can: ● turn on your camera and microphone ● adjust the meeting volume ● access more options ● disconnect from the meeting	

Basic Navigation

Once you have joined the meeting, click the chat icon at the bottom of the page to open the chat. The chat can assist you if you are having audio issues or need to access files that may be shared during the course of the meeting.
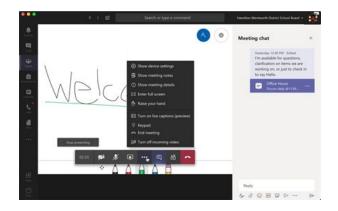
Chat Icon

Chat can be found in the top right corner for mobile/tablet users.

mobile/tablet users

To access additional features, click the three dots in the toolbar where you can:

- Click Show Device Settings to check your output and input devices if you are having difficulty with audio or video
- Turn on live captions if you prefer to enable speech to text
- Turn on or off incoming video

Conference Call Option

If you prefer, you can use the conference call number to join using a telephone. This option is audio-only.

Please note the option for a local number. You will require the conference ID to join the meeting from a telephone.