

Guide to downloading and setting up your Microsoft Teams Parent Evening

This information has been updated

I use Microsoft Teams for work already:



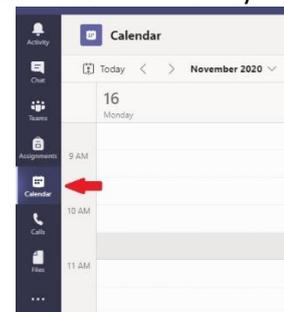
If you are already using Microsoft Teams for your own work then you will be able to use this email address for your parent evening booking. An invite will then be sent to you. This will appear as per your normal practice and should also be present in your Microsoft Teams calendar.

I have used Microsoft Teams for my child during lock down:



If you have used Microsoft Teams during the first national lockdown then you will know your child's email address and login. Please use this email address for your parent evening booking. An invite will be sent to this address and will appear in your child's Teams calendar. Click on this to access the meeting at the appropriate

time.



If you have forgotten your child's email address and password then please contact your child's class teacher. The email addresses are at the end of this document.

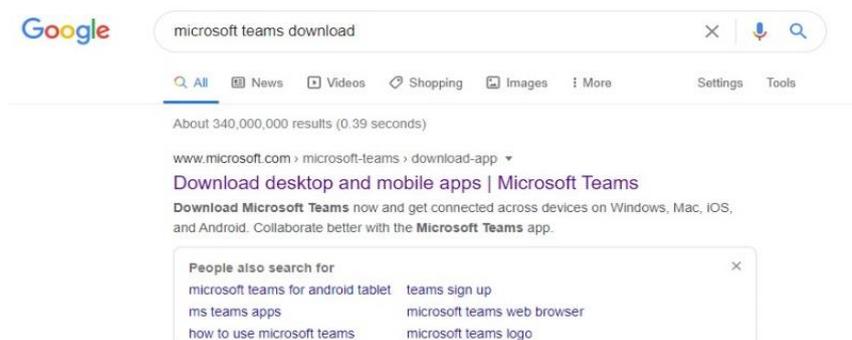
I need to download Microsoft Teams:



You will need to set up your Microsoft Teams account before you book a slot using the school Parent Evening section of the Longfields Primary School App.

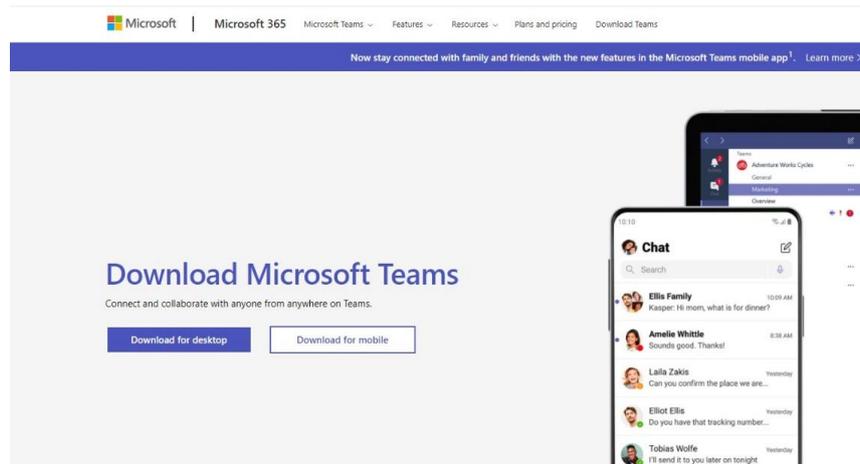
Microsoft Teams Download and Setup

1. Google, Microsoft Teams Download and select the option in purple as per the screen shot



2. From the following screen please select the type of download you require.

3. For a laptop or computer please select 'Download for Desktop' and for a mobile phone or tablet, please select 'Download for mobile'.



4. Once you have selected the correct download then please follow the instructions until the download is installed on your device.

5. During the Download you will have to select the type of account you wish to create. There will be 3 options (work, school, family and friends). Please select **SCHOOL** and then use your child's email address and password to login.

If you have forgotten your child's email address and password or have never had it then please contact your child's class teacher. The email addresses are at the end of this document.

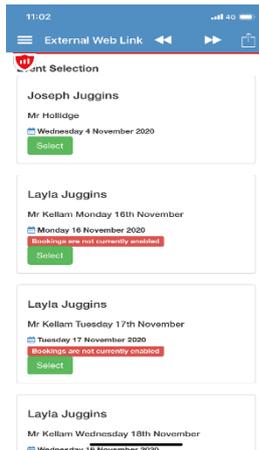
Booking a Parent Evening Slot via the School App

Many of you will have done this many times before and feedback from you all is that this is a pretty straight forward process. Parent Evening slots will be available for booking from Friday 6th November.

Please note: You will not see the Parent Evening Tab on your device if you are logged in to School Life on your child's login. You need to be logged in as yourself – You will then see the Tab is available.

1. From the school App, select the Parent Evening Tab



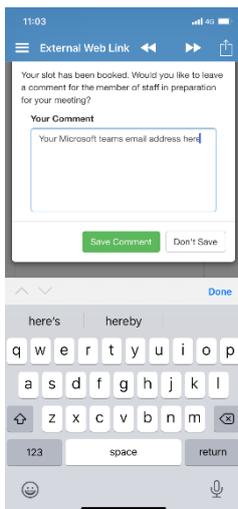
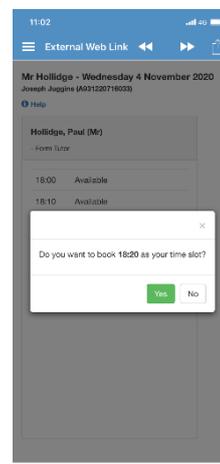


2. Choose the date you wish to book on

3. Select the time you wish to book



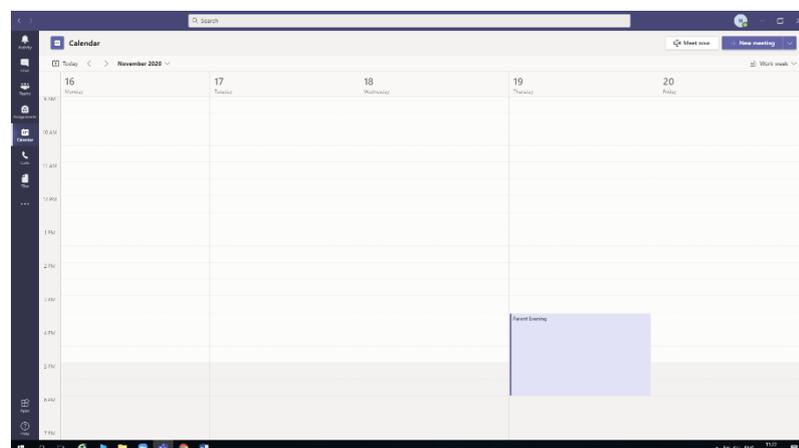
4. Confirm the time you wish to book



5. In the comment box please write your email address. This should be the email address that is your log on for Microsoft Teams. Your invite will be sent to this email address

If you have used your child's email address then log on to Microsoft Teams. Select the calendar option and you will see your Parent evening time slot on the calendar.

The invite should also be sent directly to your email address.



- On joining the meeting you may be put into a virtual waiting room and will only be admitted by the teacher at your allocated time.
- Please note that at the end of your allotted time you will need to leave the meeting or your session will be closed by the teacher, this will be because other parents will be waiting for their meeting to start. Please help us stick to time.

As with many things at the moment, this will be a first for us. Please bear with us if there are any technical difficulties.

We will always be able to reschedule a meeting if things go wrong.

These email addresses have changed and should be used in future (for a short period of time, emails will be forwarded from the old teacher addresses)

CRughoobee@longfields-primary.org
SHarrison@longfields-primary.org
NFlanagan@longfields-primary.org
JTyler@longfields-primary.org
RSmith@longfields-primary.org
BKellam@longfields-primary.org
MEdge@longfields-primary.org
WJenkinson@longfields-primary.org
ELangton@longfields-primary.org
TDavies@longfields-primary.org
SKardos@longfields-primary.org
MPalmer@longfields-primary.org
WClark@longfields-primary.org
LEvans@longfields-primary.org
HWant@longfields-primary.org
CTolley@longfields-primary.org
LFoster@longfields-primary.org