

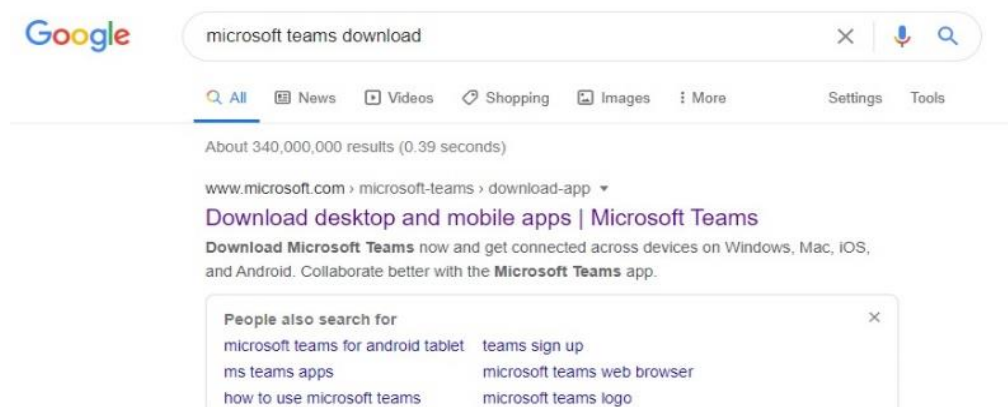
Guide to Booking your Microsoft Teams Parent Evening

Hopefully the information below will help you set up the necessary systems to be able to successfully book a virtual parent evening. Some of you will be familiar with Microsoft Teams, but if not then please follow the steps below.

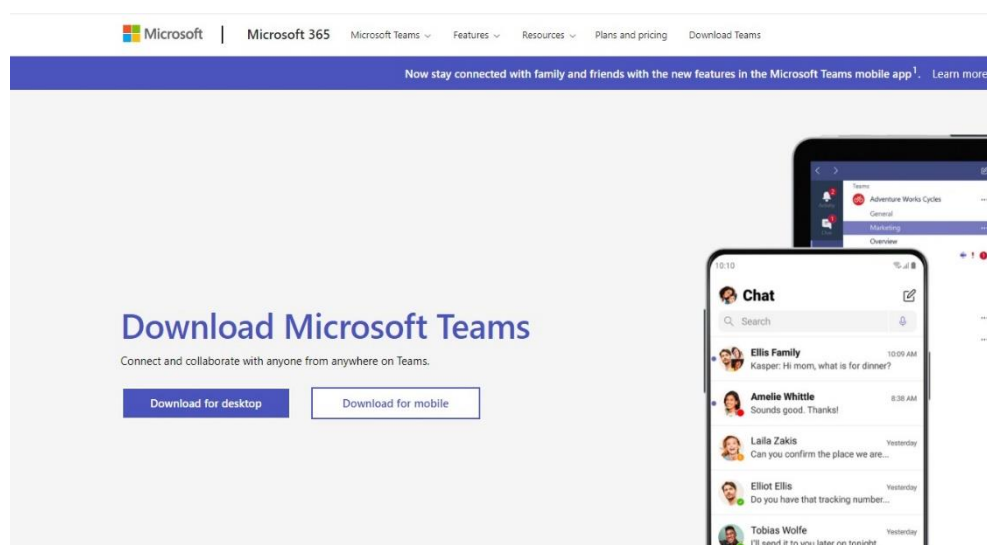
You will need to set up your Microsoft Teams account before you book a slot using the school Parent Evening section of the Longfields Primary School App.

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'.



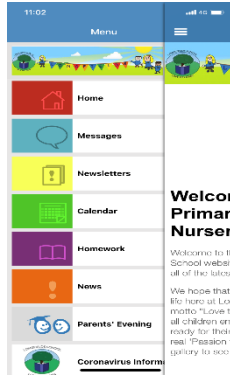
4. Once you have selected the correct download then please follow the instructions until the download is installed on your device.
5. After installing the download you will need to create an account. You will need to do this with the email address that you want the parent evening invite to be sent to. This will involve you creating your own password as with any other online service.
6. Once you have created your account you can move on to the next step which is booking your time via the Longfields Primary School App.

If you already have a Microsoft Teams account then you can skip the guidance above and go straight to booking a time slot with your child's teacher.

Booking a Parent Evening Slot via the School App

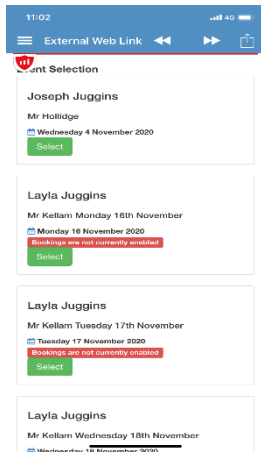
Many of you will have done this many times before and feedback from you all is that this is a pretty straight forward process. Parent Evening slots will be available for booking from Friday 5th November.

1. From the school App, select the Parent Evening

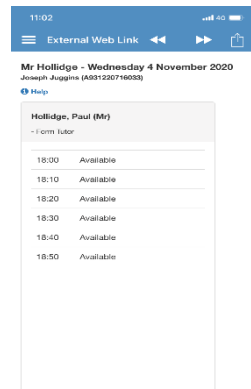


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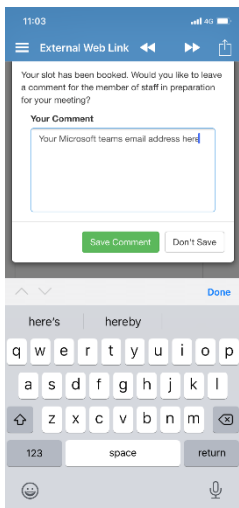
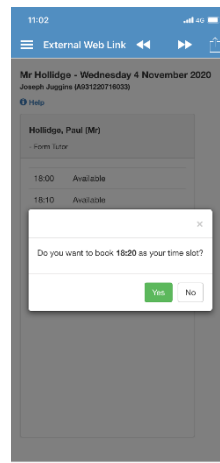
2. Choose the date you wish to book on



3. Select the time you wish to book



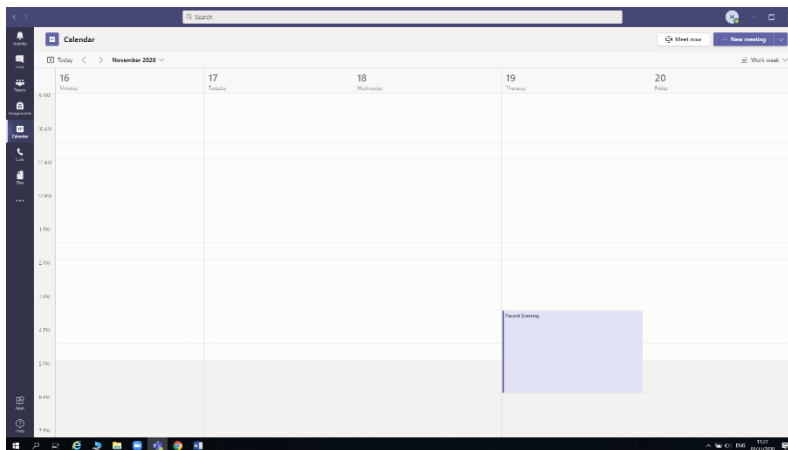
4. Confirm the time you wish to book



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 leave this blank we will send the invite to your child's email address.

When you log in to Microsoft Teams please select the calendar option and you will see your Parent evening time slot on the calendar.

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



- Please note that the invite will be for the duration of the whole after school session. We would ask you not to join the meeting until a couple of minutes before your allocated slot.
- On joining the meeting you will 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 all things virtual there could be technical difficulties.

We will always be able to reschedule a meeting if things go wrong so please do not worry.