## Receiving and Joining a scheduled Video call from your class teacher

1. An alert will appear on teams as shown below in red.



2. You can join the scheduled meeting through the post page below by clicking in the purple icon below and selecting join.

	Sound And District Primary Head 09:29 A quick catch up with Mrs Minshall-Thomas	
	For the meeting have your favourite book ready	
	A catch up with Mrs Minshall-Thomas 20 May 2021 @ 09:30	
	$\leftarrow$ Reply	
	A catch up with Mrs Minshall-Thomas Chat Details	Join
+	Add to calendar GP Copy link	Tracking
	20 May 2021 09:30 - 10:00	Sound And District Organizer
Ē	Topaz Class > General	
0	at school	
.==	A quick catch up with Mrs Minshall-Thomas	
	For the meeting have your favourite book ready	
	Microsoft Teams meeting	
	Join on your computer or mobile app	
	Learn More   Meeting options	

3. You can also join the video call by clicking on the calendar. The scheduled meeting will automatically be added to the teams calendar. Click on the link and a box will appear allowing you to join the meeting. See below.

L. Activity	•	Calendar			
()) Teams	😨 Today < > May 2021 🗸			My calendar	
Lssignments E Calendar	ŏ	17 Monday	18 Tuesday	A catch up with Mrs Minshall- Thomas 20 May 2021 09:30 - 10:00	20 Thursday
Files	9			Join     RSVP       ⊙     at school	A catch up with Mrs Minshall-Thomas at school Sound And District Primary Head
	10			GD https://teams.microsoft.com/l/meetup-join	
	11			Topaz Class > General Chat with participants	
	12			Sound And District Primary Head Organizer	

4. This system will replace Zoom which has been used previously.