

Protocol for Parent Council Meetings using Teams – mobile phone version

Instructions

1. Go to the email you were sent and click on the link to join the meeting:

[Click here to join the meeting](#)

2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.

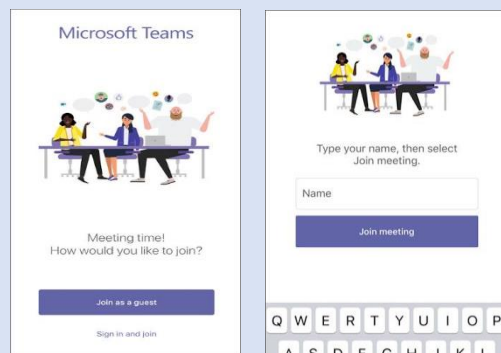
3. Download the app and open it right from the app store page (it is free).

4. Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

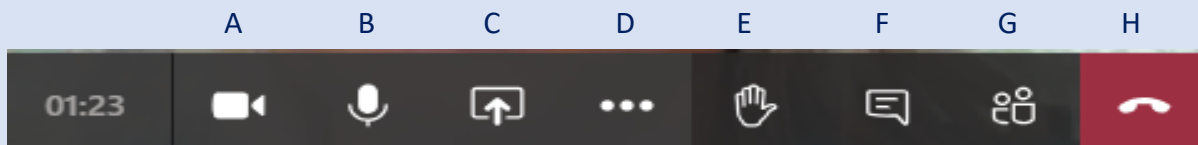
5. Next, you'll be given two options for joining your meeting:

Join as a guest or **Sign in and join**. Choose **Join as a guest**.

6. Type your name and tap **Join meeting**.



7. Once you're in the meeting turn your video on and your mic off by tapping the centre of the lower part of your screen to show the meeting controls. Tap again to hide them. If you wish to speak in the meeting, click on E (raise your hand icon) or click on F to type a comment on the chat bar. See below for all meeting controls.



A – Camera which can be turned on and off by clicking on the icon

B – Microphone which can be turned on and off by clicking on the icon

C – Open share tray – possibly not needed but can be used to share desktop or documents

D – More options. This is where the recording facility can be found and where you can share meeting notes

E – Raise your hand. Use this to let the chairperson know you want to speak

F – Chat bar. Click on this and you can type a comment

G – Show participants in the meeting

H – to hang up