



PEO

Parent Engagement & Outreach

How to Join a Virtual Meeting – Microsoft Teams – Computer/Smart Phone

Joining by Computer/Laptop (recommended)

****You may use your child's school device if it does not interfere with class.*

Step 1

SELECT "Click here to join the meeting" or "Join Event"

Microsoft Teams meeting

Join on your **computer** or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 805-324-7680

Phone Conference ID: 000 111 222#

[Join Event](#)

Step 2

SELECT "Continue on this browser"

**How do you want to join
your Teams meeting?**



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

Already have it? Go right to your meeting.



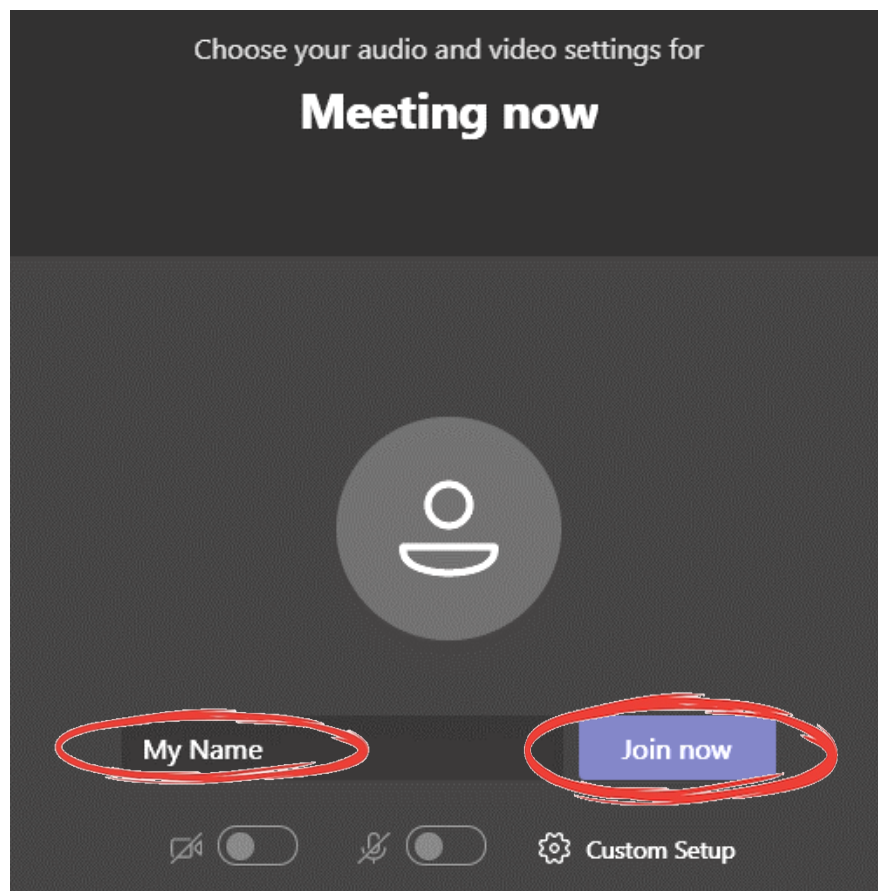
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Step 3

ENTER "Your Name," then **SELECT** "Join Now" to enter the meeting



Next Page: How to Connect via Smart Phone



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Joining by Smart Phone

Step 1

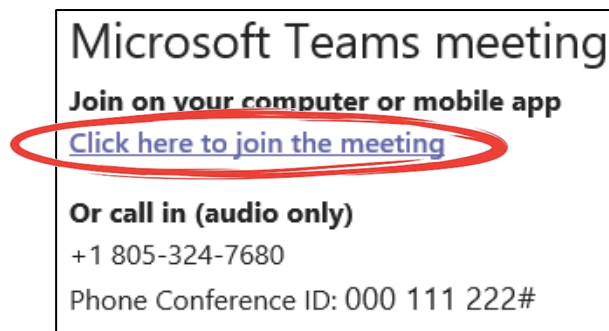
DOWNLOAD the Microsoft Teams app from your App Store/Google Play Store. (*click to download*)



****No need to create an account; only required to have the app downloaded before joining the meeting.*

Step 2

SELECT “Click here to join the meeting” or “Join Event”



Step 3

SELECT “Join as a Guest,” **ENTER** “Your Name” then
SELECT “Join Meeting” to enter the meeting

