

## **How can I take part in a Teams meeting? A Parent Guide**

An invitation to Teams meeting about your child will be shared with you via your child's school email address.

To access your child's Microsoft Teams email account, please follow the steps below:

- Log onto [www.office.com](http://www.office.com) through your browser
- Sign in using your child's first initial and surname followed by the school email address eg. [gsmith@sibford-gower.oxon.sch.uk](mailto:gsmith@sibford-gower.oxon.sch.uk)

The password is: Sibford@home (Sibford has a capital S)

To check if you have been sent a Teams invitation follow these steps

- click onto the Outlook icon (mailbox)
- you will see an email invitation if one has been sent to you.
- you can click on this to accept the meeting and then join the meeting (at the allocated time) or alternatively, you can access the meeting via the calendar