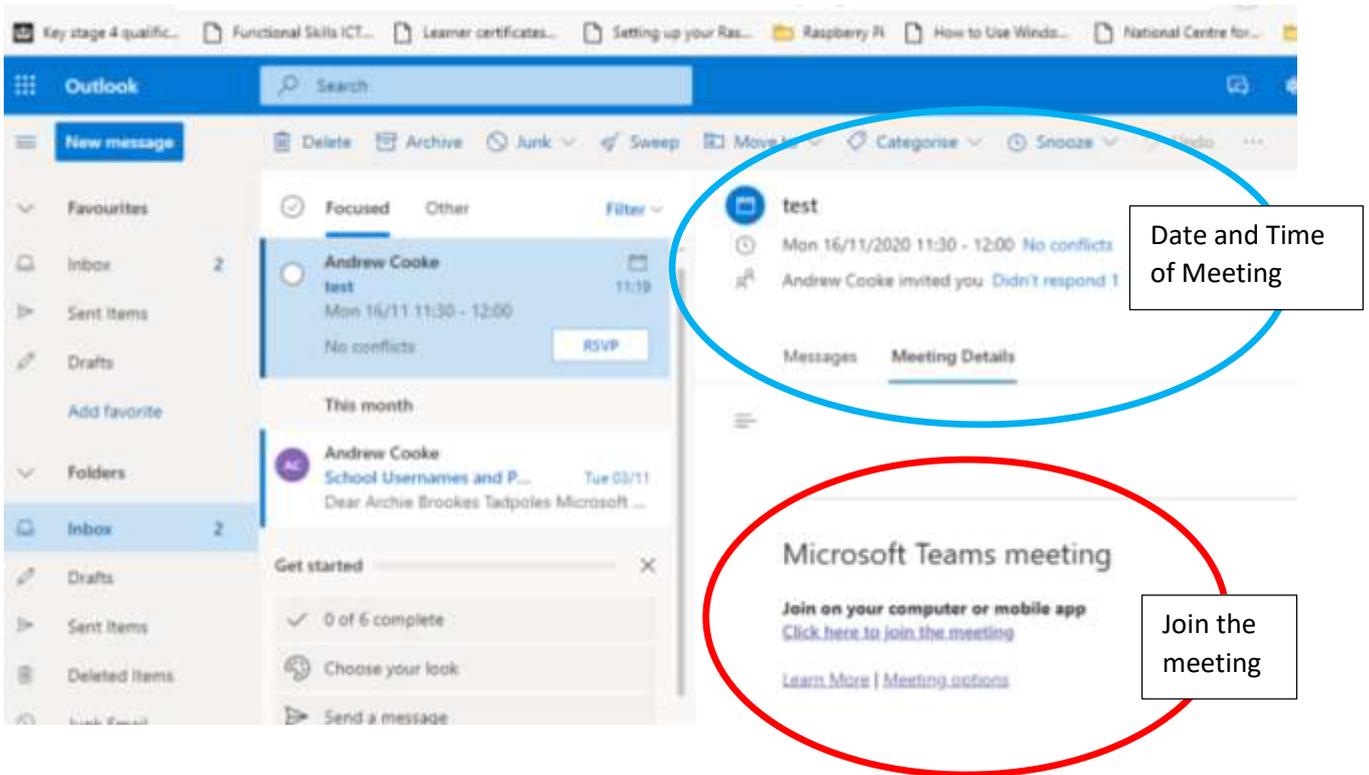


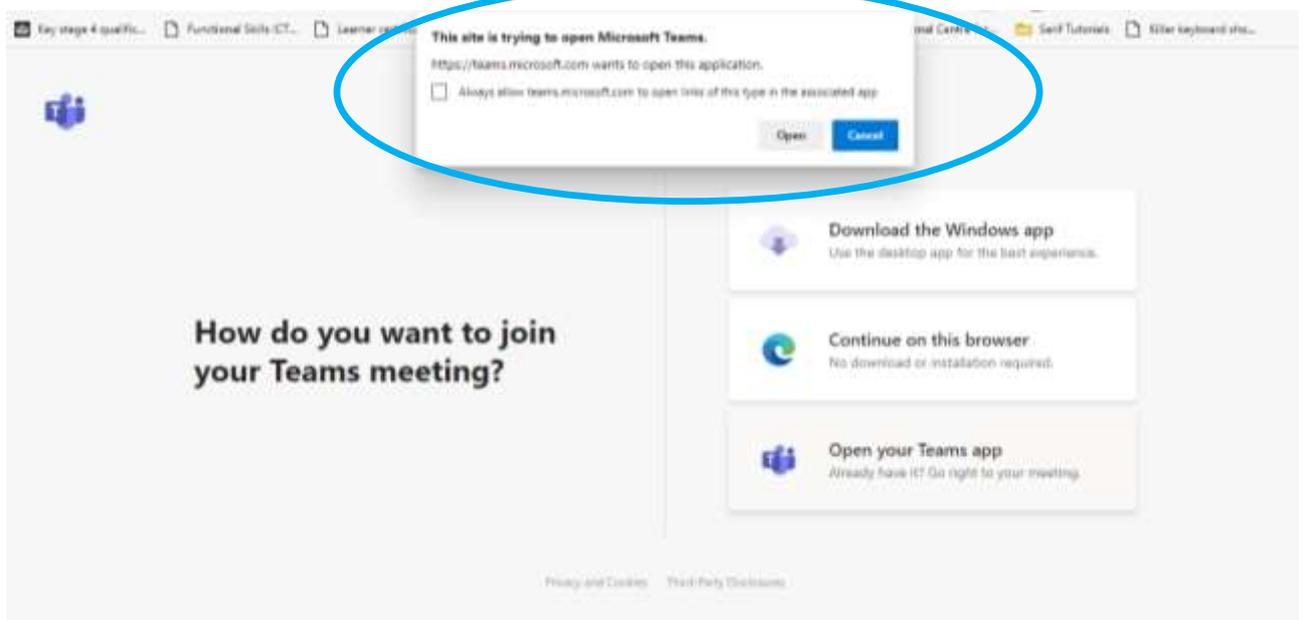
Accessing a Scheduled TEAMS Virtual Lesson

The following instructions are for joining a meeting using a PC. It will be very similar for other devices and therefore this document will be useful for these as well.

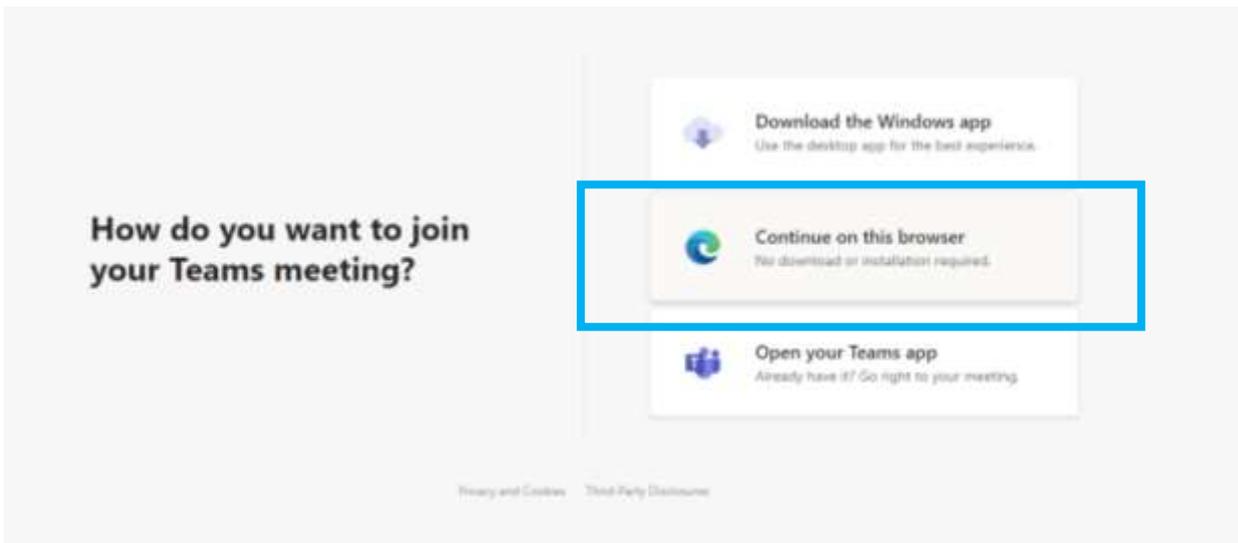
1. In Outlook a pupil will receive an email with an invitation to the TEAMS Lesson (circled)



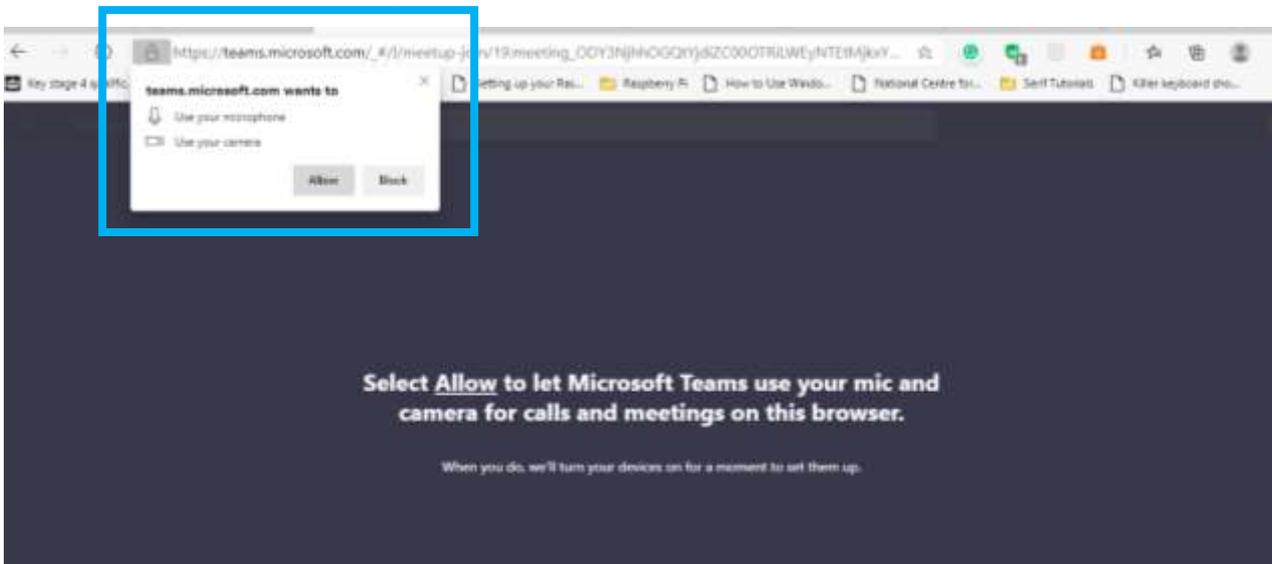
2. To Join the Meeting, pupils need to click on [Click here to join the meeting](#)
3. Click Cancel on [“This site is trying to open Microsoft Teams”](#)



4. Click on [Continue on this browser](#).



5. TEAMS will ask to use your Microphone. You should click [Allow](#)



6. TEAMS will now display the camera picture it can see. You now need to click [Join Now](#). Doing so will admit you to the waiting room for the virtual lesson.

