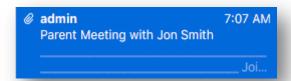# Guests (Parents) Accessing Team Chat Invite
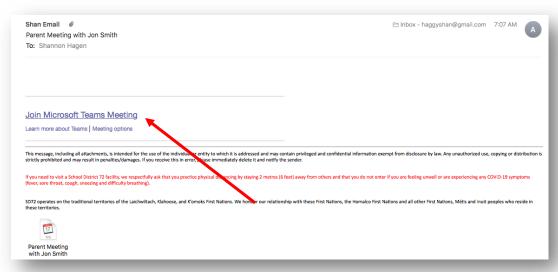
Step One

Go to email the chat invite was sent to.

Step Two

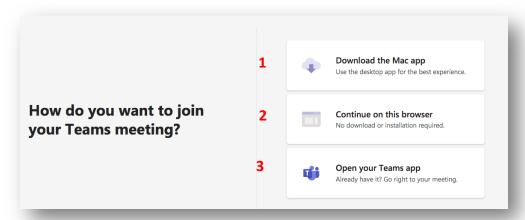Open email to access the link. Click on the link.

OR you can right click and copy the link to insert it into a browser.
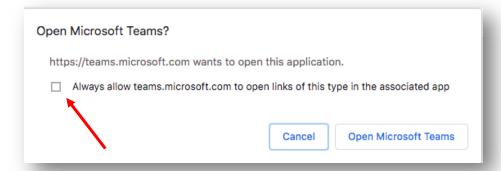
Step Three

It will open in your internet browser with THREE options

NOTE: The link WILL NOT open in Safari. IF you are using a Mac or Apple product, you must either have the Teams app installed OR access it using Chrome.

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How do you want to join your Teams meeting?	**1**	Download the Mac app Use the desktop app for the best experience.
	2	Continue on this browser No download or installation required.
	3	Open your Teams app Already have it? Go right to your meeting.

Click on the option you would like to participate in the Team chat.
IF you already have the Teams app installed on your device, it will either open in it automatically OR provide you with the following message:
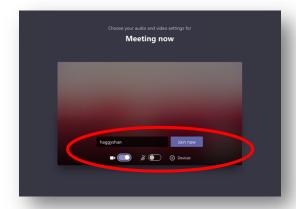

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

☐ Always allow teams.microsoft.com to open links of this type in the associated app

Cancel   Open Microsoft Teams

Checking the box "Always allow . . ." will allow the meeting to automatically open team without this message appearing.
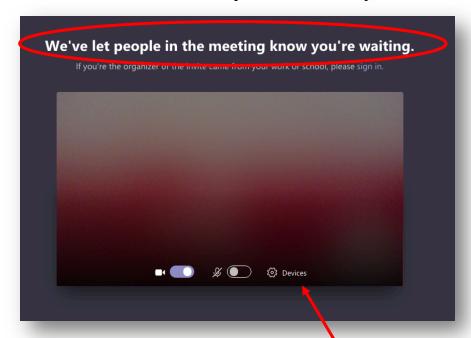
Step Four

Enter your name -> Click "Join Now".
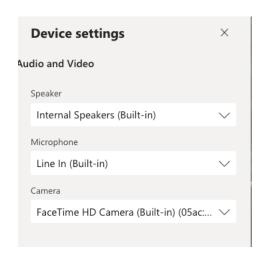*Note: It is online etiquette to mute your microphone before joining the chat.*

Choose your audio and video settings for
Meeting now

haggyshan   Join now

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You MAY receive a message like the one in the image below . . . the organizer (teacher) will just have to admit you.

We've let people in the meeting know you're waiting.

If you're the organizer or the invite came from your work or school, please sign in.

If it is just a two way conversation, this would be the time to unmute your microphone.

Some Trouble Shooting Tips

Device settings

Audio and Video

Speaker

Internal Speakers (Built-in)

Microphone

Line In (Built-in)

Camera

FaceTime HD Camera (Built-in) (05ac:...

If your microphone, sound OR camera does not seem to work, click on the "Devices" icon right next to the microphone icon.
This will allow you to select the hardware which will be utilized:
- headphones/speakers
- external mic/onboard mic
- external camera/onboard camera