



# Edgewood Primary School

## Building skills and values for life

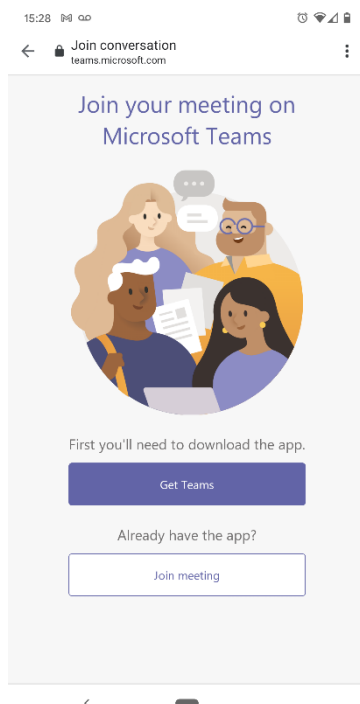
### Teams Parents Evening instructions

Once you've made your booking then you should have been emailed a link to the email address you used to make the booking that looks like this.

(Please see this link if you haven't made a booking yet

[Aut20\\_parents\\_book\\_instructions.pdf \(edgewoodprimaryschool.co.uk\)](#)

You click on the link that says Join Teams Meeting at the bottom of the message to join.



If you click on the link at the bottom on a device that does not have Teams **you will need to download the app.** *This takes a bit of time so please do it well before your parents evening time or you will miss your appointment!*

Once you have downloaded the app you should get this screen (to the right) when it is time for the meeting.

Simply click on the 'Join meeting' button to join.

Please note that while meetings are booked in as 5 minutes there is a 5 minute gap between each one. Teachers will have to end meetings strictly at 8 minutes after

the appointment should have started, even if you are late joining, so as not to delay their next appointment.

If there are any technical difficulties that cause any delays from school's side we will sort out an alternative appointment so you don't miss out.

Please note the phone number we have taken is for solving technical issues – staff cannot do your parents evening appointment by phone as school only has two phone lines!

For more information on Joining a Teams meeting please see the link below.

[Join a meeting in Teams - Office Support \(microsoft.com\)](#)

Thank you and I hope you have a really useful parents evening appointment.

