

Microsoft Teams for Parents Meeting with Teachers



Introduction:

This document is designed to help you as a parent on the other end of the invitation to join a Microsoft Teams meeting with a teacher and enjoy the benefits that it brings.

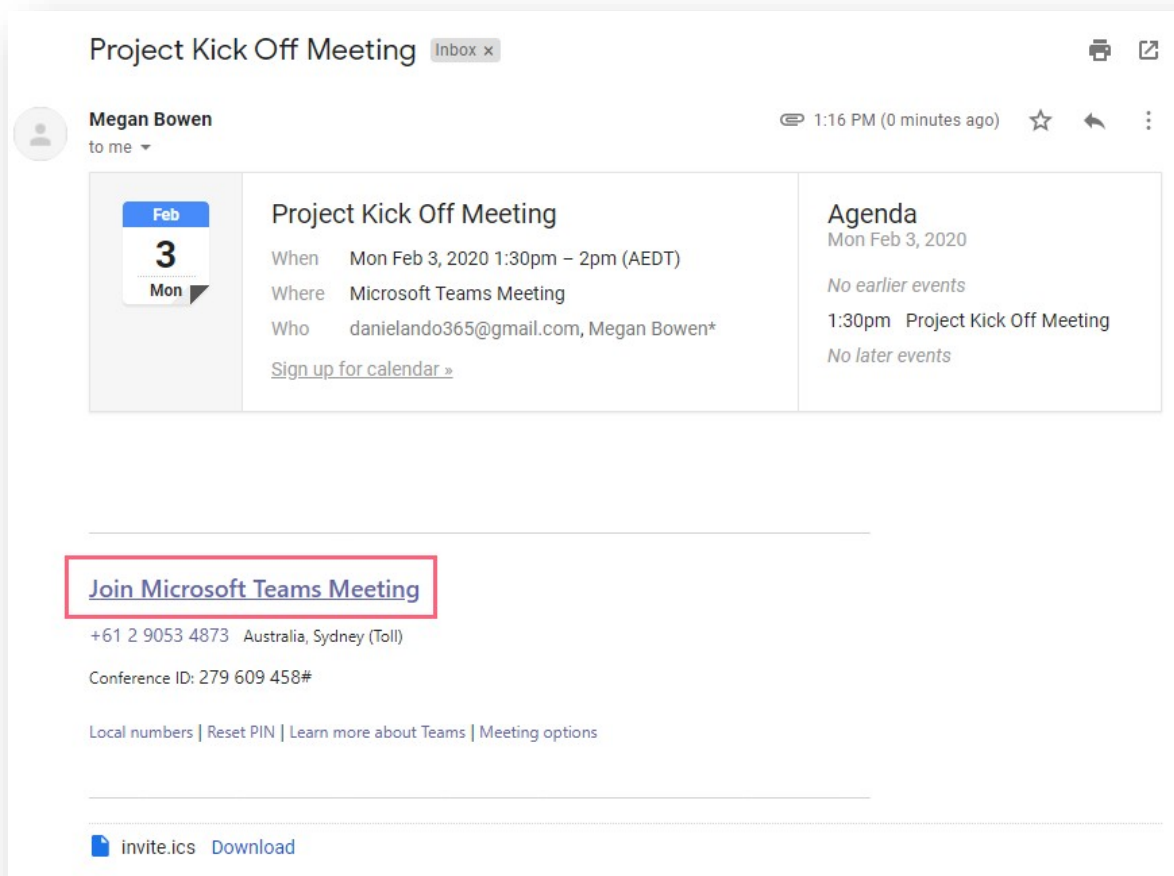
Microsoft Teams meetings can be organized and run with external people that do not have Microsoft Teams. You can chat and collaborate on files as well.

I hope this brings you some value not only to yourself but the people that you are meeting with.

The parent attending the meeting – what is your experience?

What does this look like for the parent's end?

Below is an example of what you as the parent will receive in their INBOX. For you to join the Microsoft Teams meeting simply click on the **Join Microsoft Teams Meeting** link in the meeting invite.



The screenshot shows a Gmail inbox entry for a meeting titled "Project Kick Off Meeting". The sender is Megan Bowen, and the email was received at 1:16 PM. The meeting details include the date and time (Mon Feb 3, 2020, 1:30pm - 2pm AEDT), the location (Microsoft Teams Meeting), and the attendees (danielando365@gmail.com, Megan Bowen*). An agenda section lists the meeting at 1:30pm. A prominent red-bordered button labeled "Join Microsoft Teams Meeting" is highlighted. Below the button, the phone number +61 2 9053 4873 (Australia, Sydney Toll) and the conference ID 279 609 458# are provided. At the bottom, there is a link to download an "invite.ics" file.

Project Kick Off Meeting Inbox x

Megan Bowen
to me

1:16 PM (0 minutes ago)

Project Kick Off Meeting

When Mon Feb 3, 2020 1:30pm – 2pm (AEDT)
Where Microsoft Teams Meeting
Who danielando365@gmail.com, Megan Bowen*
[Sign up for calendar >](#)

Agenda
Mon Feb 3, 2020
No earlier events
1:30pm Project Kick Off Meeting
No later events

Join Microsoft Teams Meeting

+61 2 9053 4873 Australia, Sydney (Toll)
Conference ID: 279 609 458#

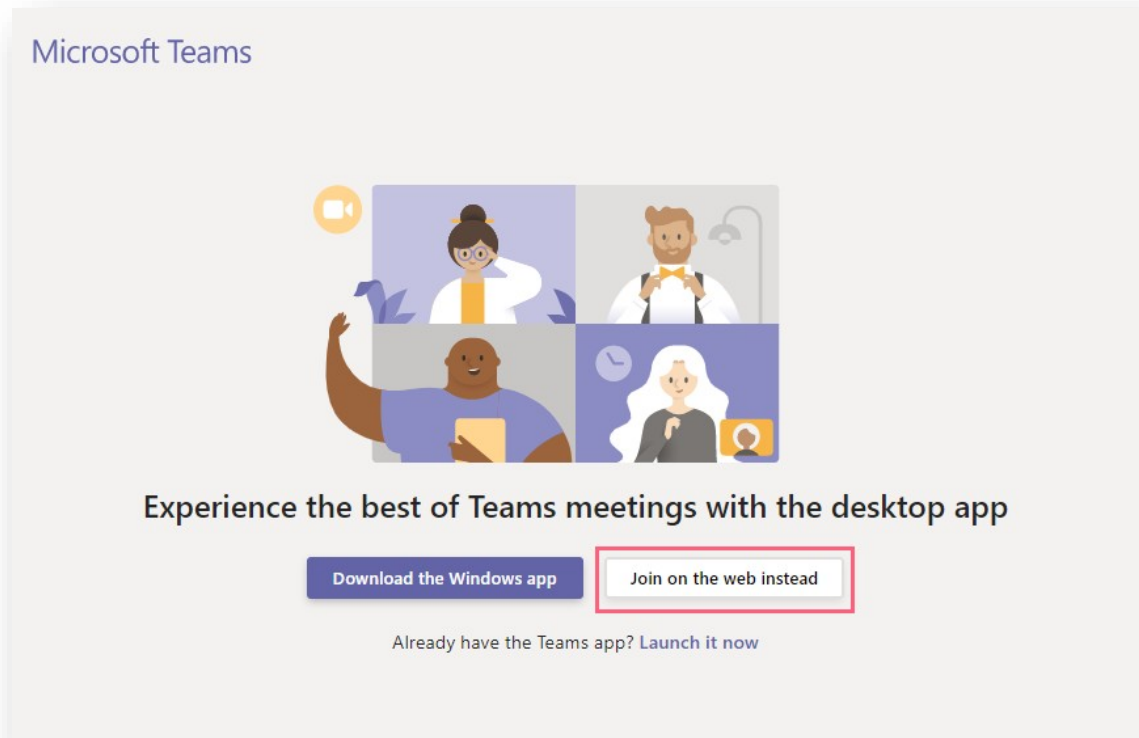
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

[invite.ics](#) [Download](#)

An example of the meeting request sent to a GMAIL account

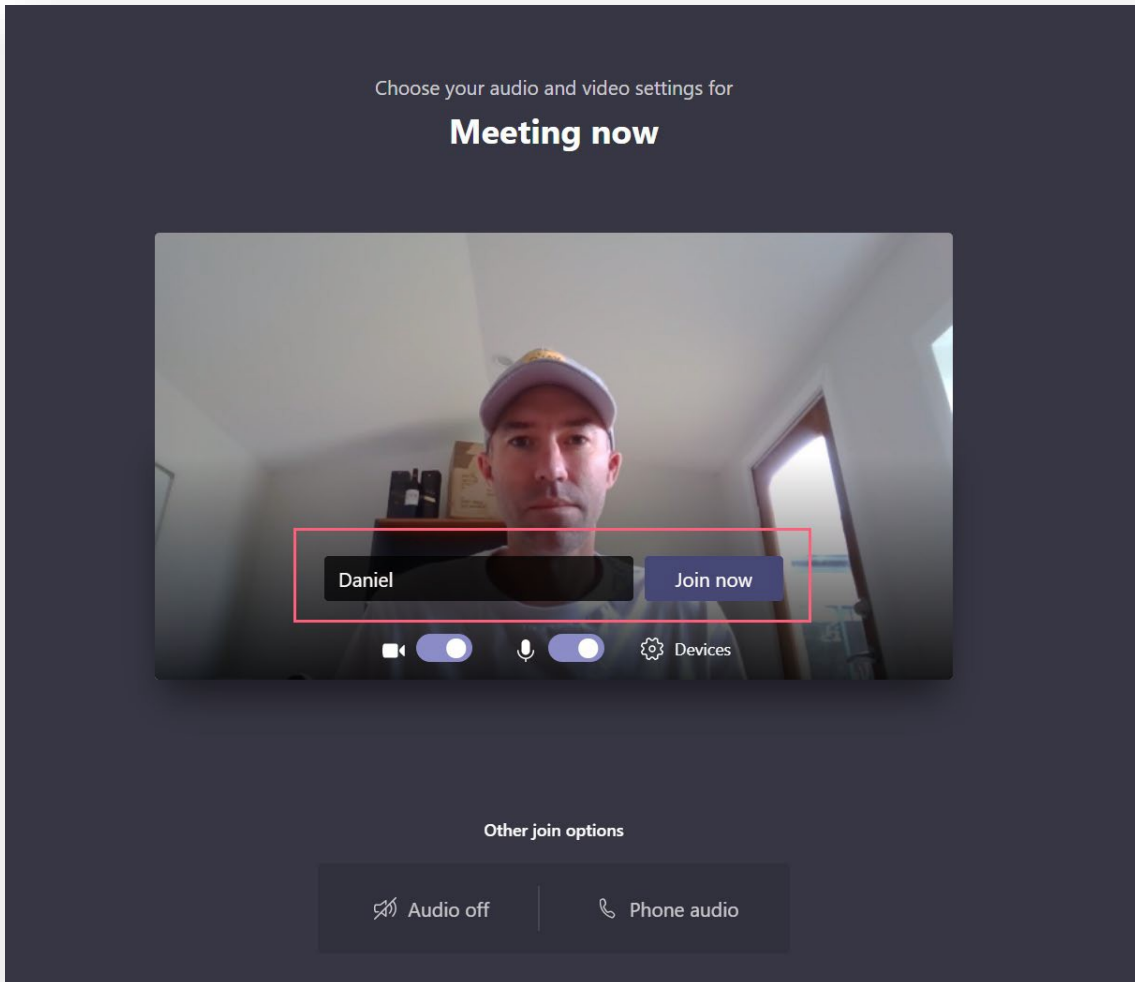
Joining the meeting as an attendee/parent – Part 1

- Once the user clicks on the **Join Microsoft Teams Meeting** link in the meeting invite it will open a browser window or tab.
- If the user on the other end of the invite has Microsoft Teams install then they can open the application, if not they can click the **Join on the web instead** button.



Joining the meeting as an attendee/parent – Part 2

- Once clicked, the below screen will be presented to the attendee, where they simply type their name in and click the **Join now** button.



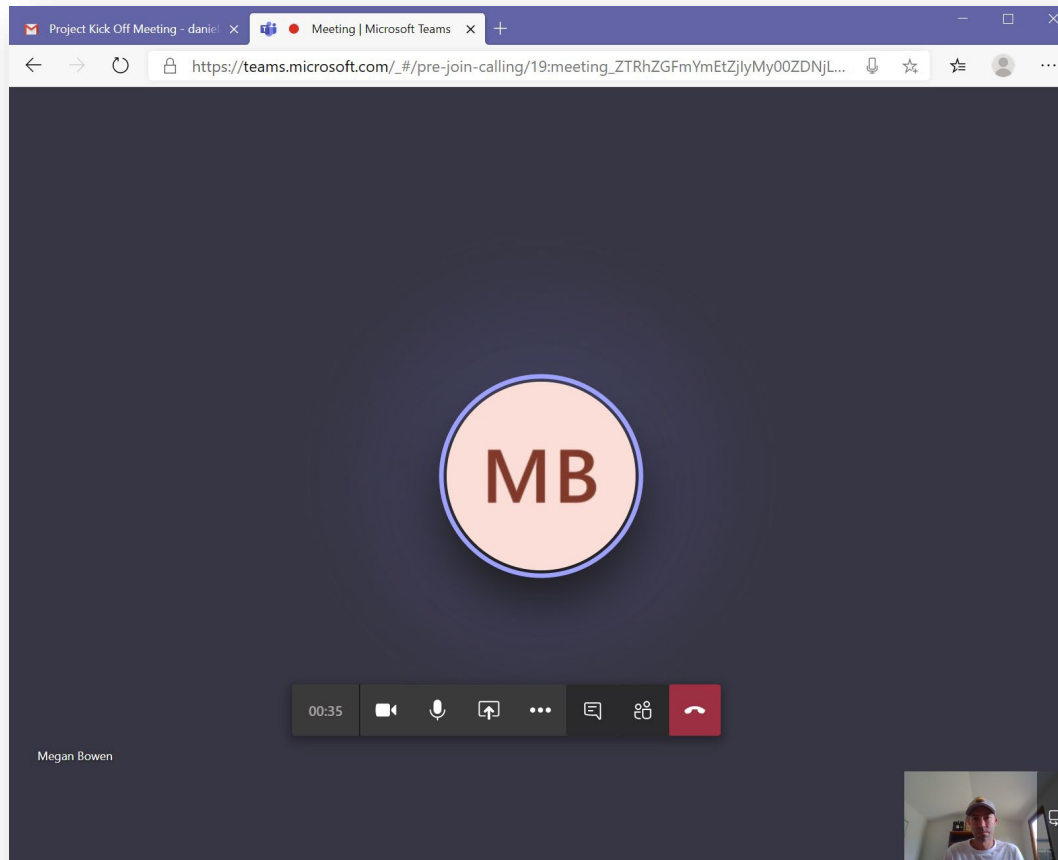
They will then be sent to the Lobby awaiting you to let them in.

Someone in the meeting should let you in soon



A bit lonely? – the attendee/parent will need to wait until they are let into the meeting

- Once admitted the attendee/parent will join the meeting (as seen below)

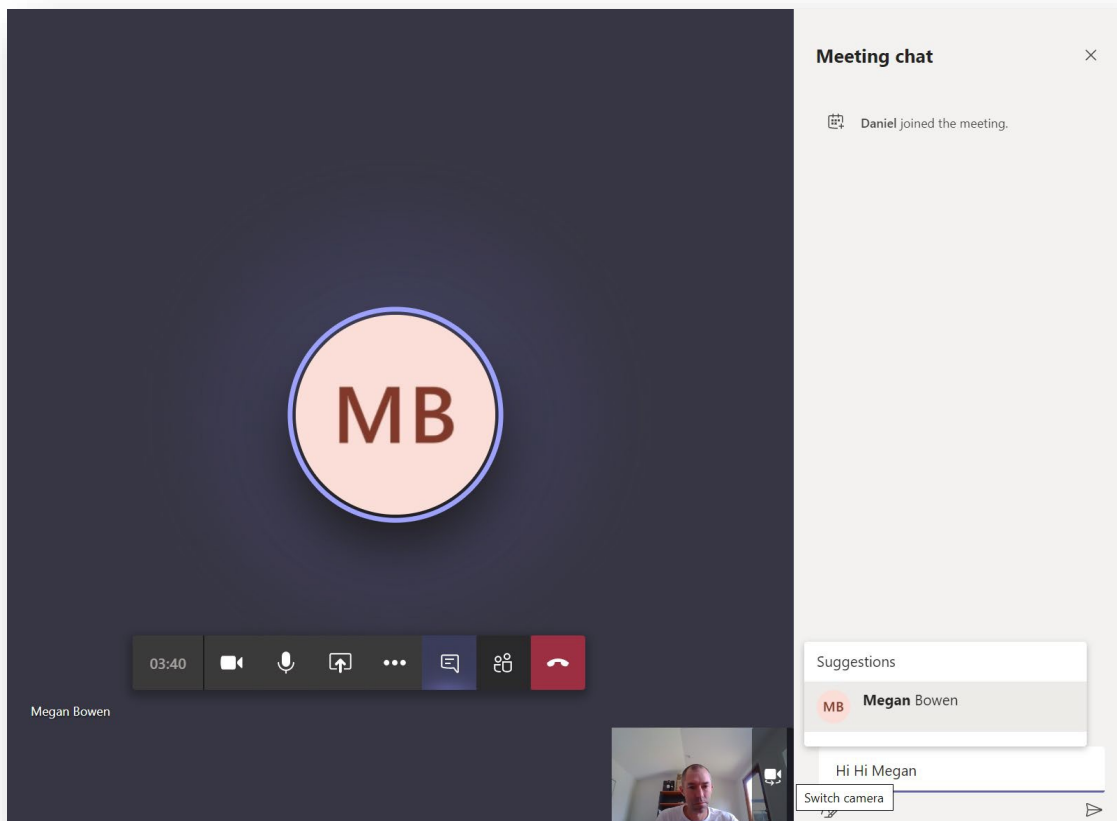


Daniel has now joined the meeting and Megan is there waiting (the organizer)

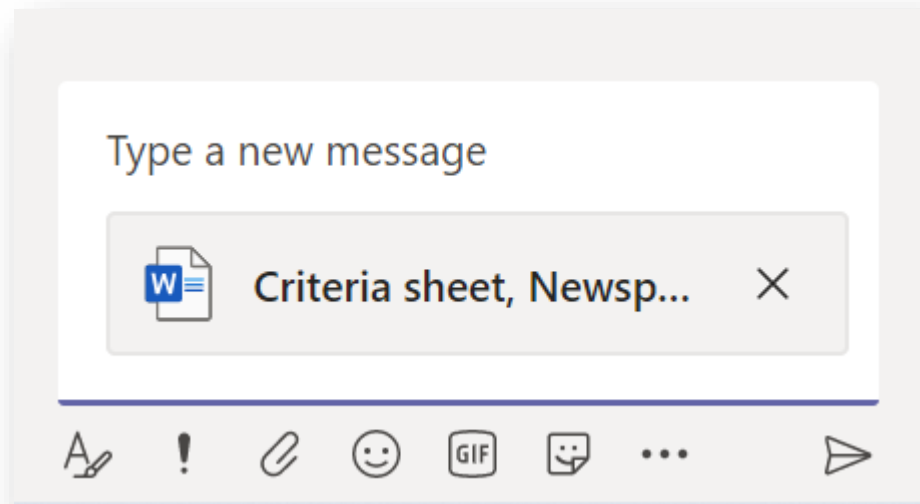
What about chat / conversations and file sharing?

Even though you may not use Microsoft Teams in your organization, the ability to chat via the chat functionality of Teams as well as SHARE files is there and available.

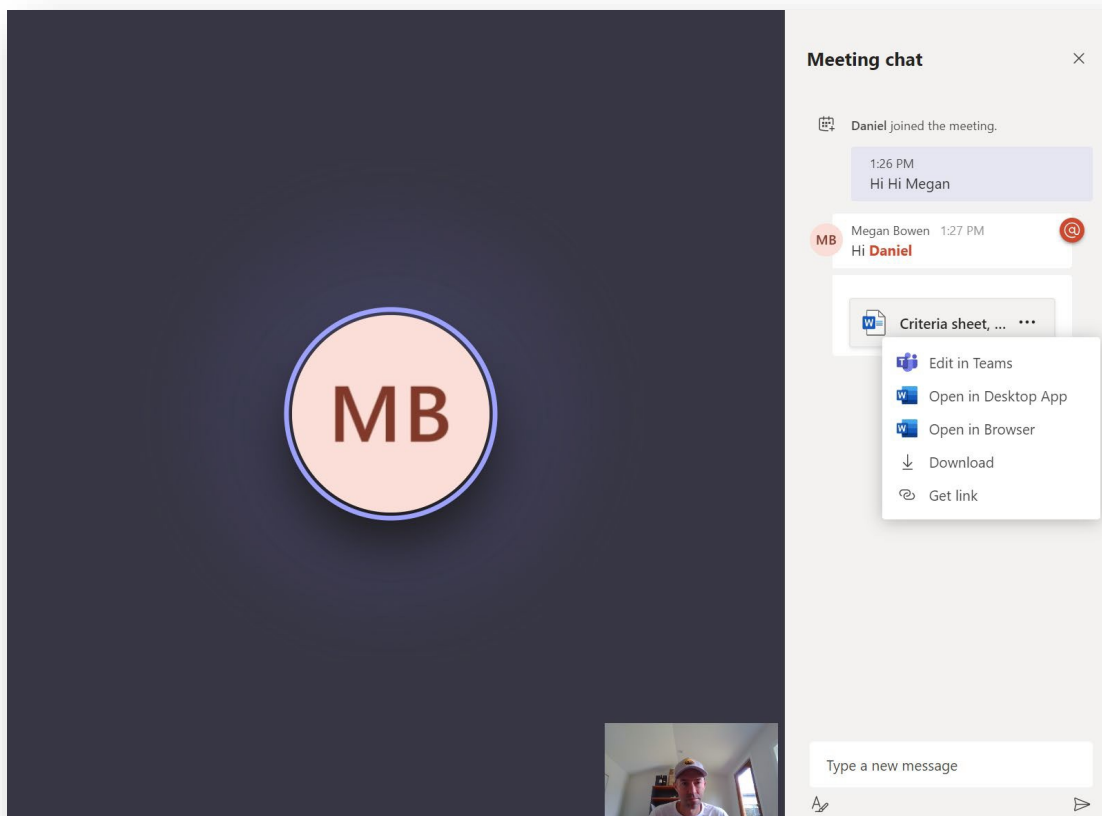
The 2 images below show an external user(you) beginning a conversation with the meeting organizer (Megan in this case) and the other shows the meeting organizer (Megan), adding a file to the meeting for all to review.



Example of a non Microsoft Teams user chatting with a participant



Using the chat window a Microsoft Teams user can send / share a file to the other participants



The external participant, let's call them the non Teams user, can still interact with the document !!!

Conclusion and thanks

Microsoft Teams meetings can be organized and run with external people that do not have Microsoft Teams. You have the ability to chat and collaborate on files as well. These features and functionality will help you communicate in a Microsoft Teams meeting you may be invited to.

Thanks for reading and I hope this brought you some value.