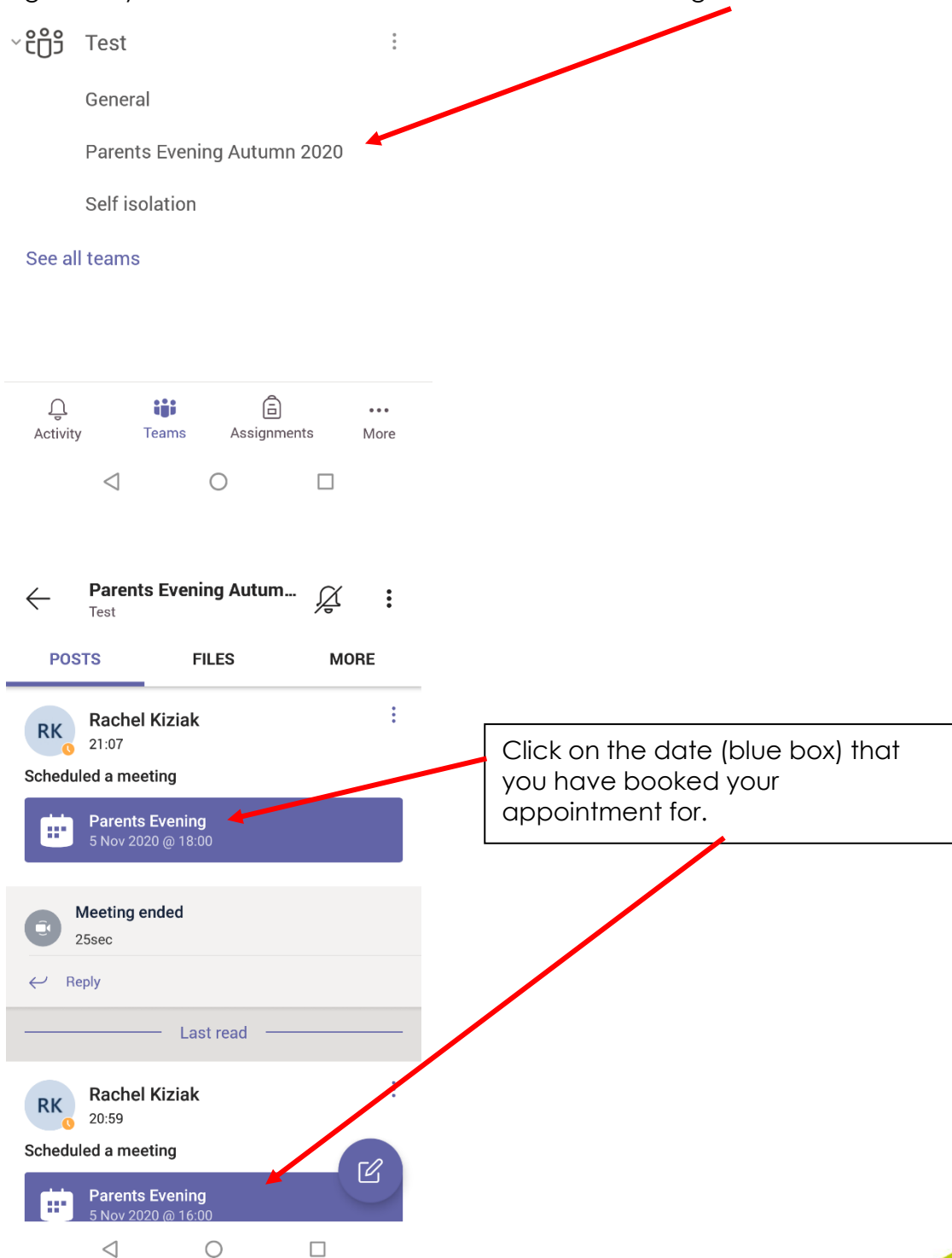
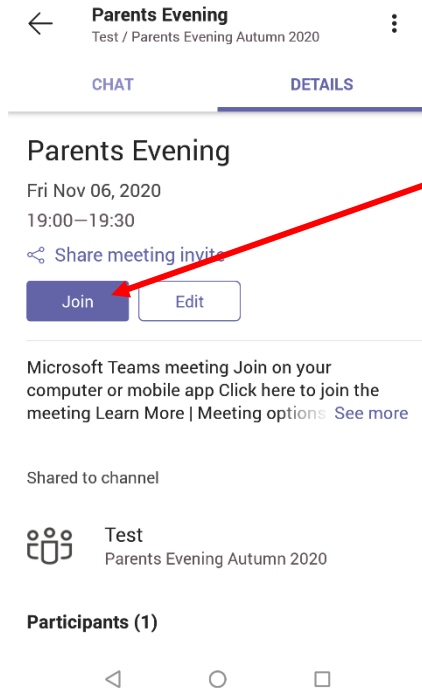


How to access the meeting using Teams on a mobile device

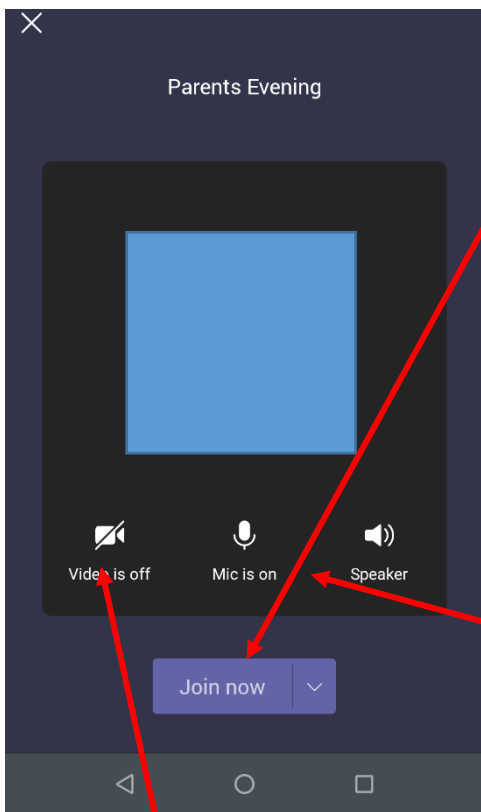
Sign in as your child and then click on the Parents Evening channel



The screenshot shows the Microsoft Teams mobile app interface. At the top, there is a navigation bar with icons for Activity, Teams, Assignments, and More. Below this is a list of channels: Test, General, Parents Evening Autumn 2020, and Self isolation. A red arrow points to the 'Parents Evening Autumn 2020' channel. Below the channel list is a 'See all teams' link. The main content area shows a post from Rachel Kiziak at 21:07 titled 'Scheduled a meeting'. The post contains a blue box with a calendar icon and the text 'Parents Evening 5 Nov 2020 @ 18:00'. A red arrow points to this blue box, and a text box next to it says 'Click on the date (blue box) that you have booked your appointment for.' Below this is a 'Meeting ended' notification from 25 seconds ago. At the bottom, there is another post from Rachel Kiziak at 20:59 titled 'Scheduled a meeting' with a blue box containing 'Parents Evening 5 Nov 2020 @ 16:00' and a pencil icon. A red arrow points to this blue box.



Click on join



Click on Join now

Check the mic is on

Turn the camera on



Havelock Infant & Junior Schools

Part of the Pathfinder Schools

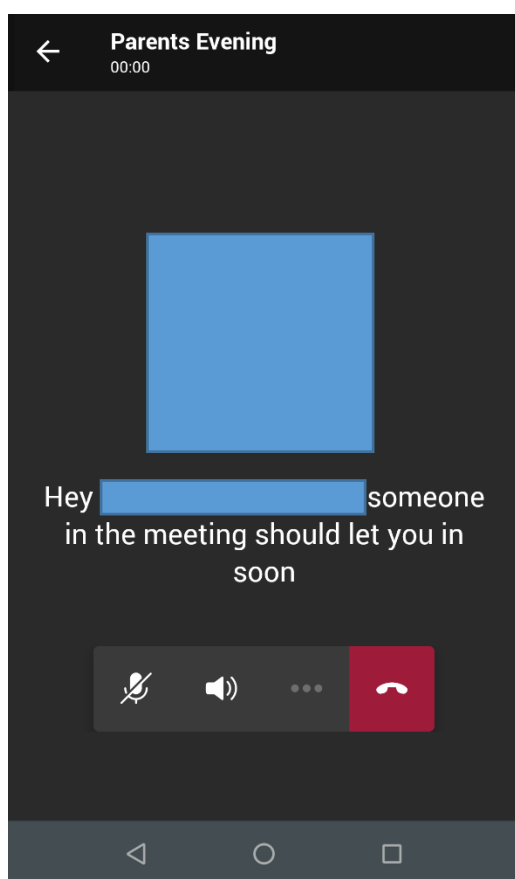
Havelock Street, Desborough, Kettering, Northants NN14 2LU

Executive Head Teacher: Rachel Kiziak BA (Hons)

Telephone No: 01536 760486/01536 760361

Email: head@havelock-jun.northants-ecl.gov.uk

The class teacher will admit you when they have finished the previous call. Wait with this screen on to be connected.



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