## **Group Teams Meeting**

You have been invited to a Teams meeting with a small group of students from our class. This will be a great opportunity to see some of your friends and have a catch up with me.

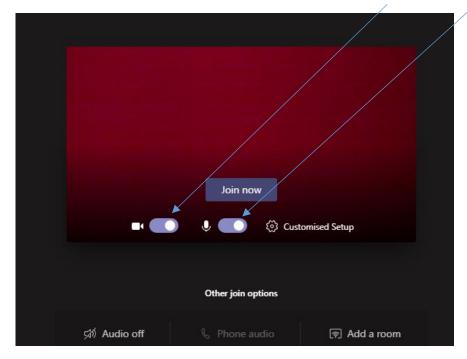
You will be sent an invitation to the meeting on the 'Calendar' section of Teams.



Once you have clicked onto the 'Calendar' section you will see that a meeting has been set up. The meeting will have a 'Join' button on it when it is time to join the meeting.

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				$+$ New meeting $\vee$
January 2021 $\vee$				$\stackrel{\tiny{\tiny{(1)}}}{=}$ Work week $\checkmark$
	<b>19</b> Tuesday	20 Wednesday	21 Thursday	22 Friday
		/		
	Group 1 Join			

Once you have clicked the join button you may be shown some Teams settings. Allow Teams to access your camera and microphone so that we will be able to see you and hear you when we chat.



When you have allowed Teams to access your microphone and camera, click 'Join now'.



Teams meeting rules:

- Raise your hand if you wish to talk
- If you are in a noisy room, mute your microphone
- Try to have a blank background

I am really looking forward to seeing you and hope that you will enjoy having a catch up with myself and your friends.