

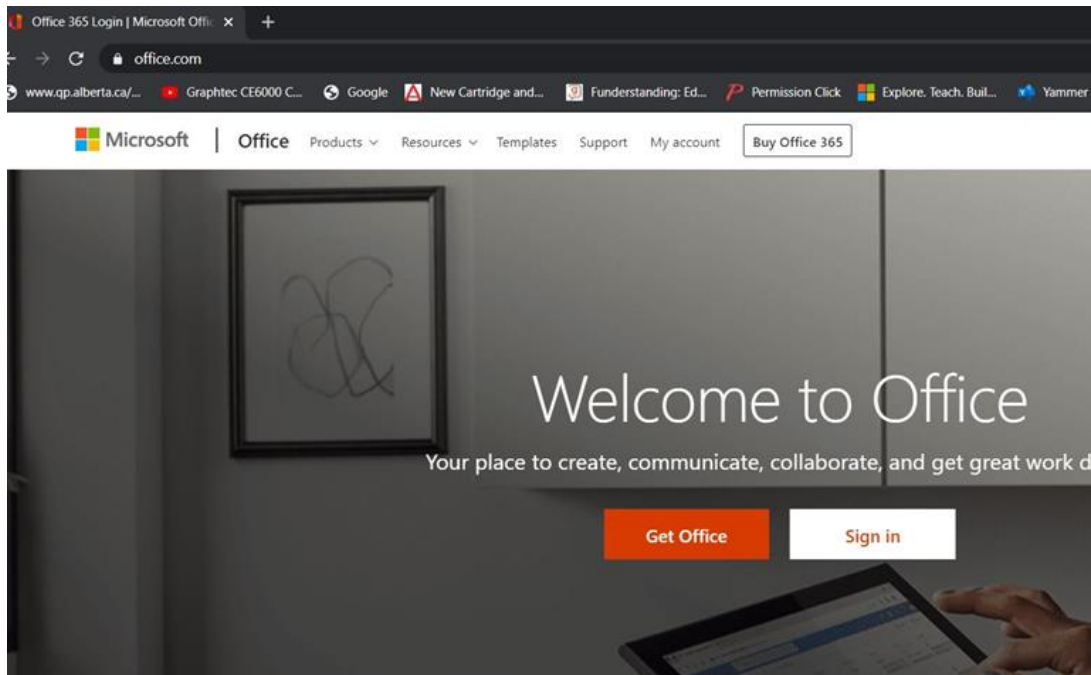
Dear Parents/Guardians,

This year, we will be hosting a VIRTUAL Meet the Teacher event on Tuesday, September 14<sup>th</sup>, from 6:00-7:00pm. During this time, I will run 2-half hour sessions which will be repeats of one another (so only attend 1). During the event, I will review classroom procedures, I will take you on a tour of our classroom, and I will be available to answer questions.

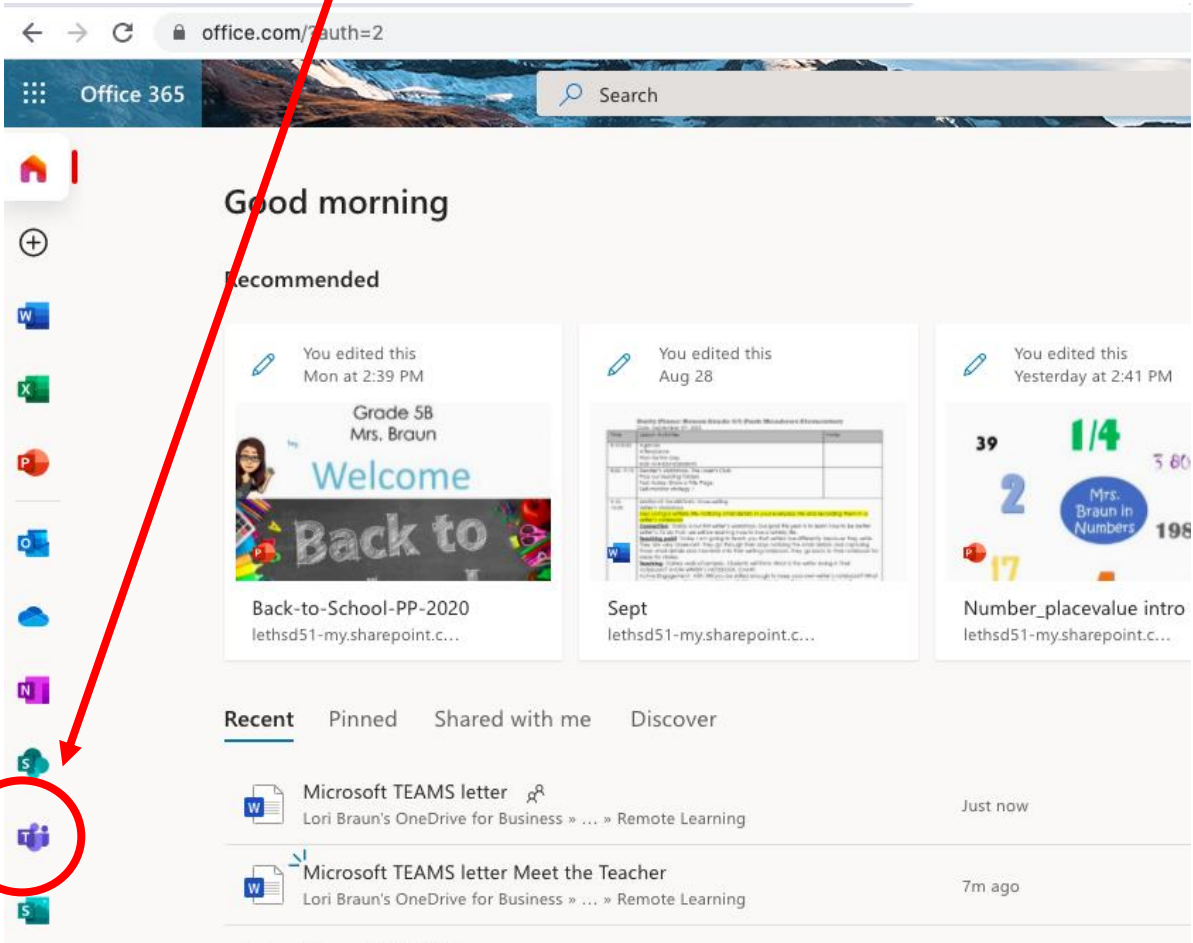
In order to access this event, you will need to access Microsoft Teams. To make this easiest on you, I will have you log-in on your child's Microsoft Teams account. The following pages provide a step-by-step set of instructions to help you get set up and ready for the Meet the Teacher Night. Please log-in and check out the Microsoft Teams site a few days prior to September 14<sup>th</sup>, to ensure you can access the meeting (see below). If you are having any difficulty, please email me [lori.braun@lethsd.ab.ca](mailto:lori.braun@lethsd.ab.ca) or contact me on Class Dojo.

On the night of the event, I will initiate the meeting. All you will have to do is log-in and hit "join" (see below).

**1. To access Microsoft TEAMS, your child will need to **sign-in** to Microsoft office at [www.office.com](http://www.office.com) . They will sign-in using their school email/username and their "new" password.**



## 2. Next, click on the icon for TEAMS.



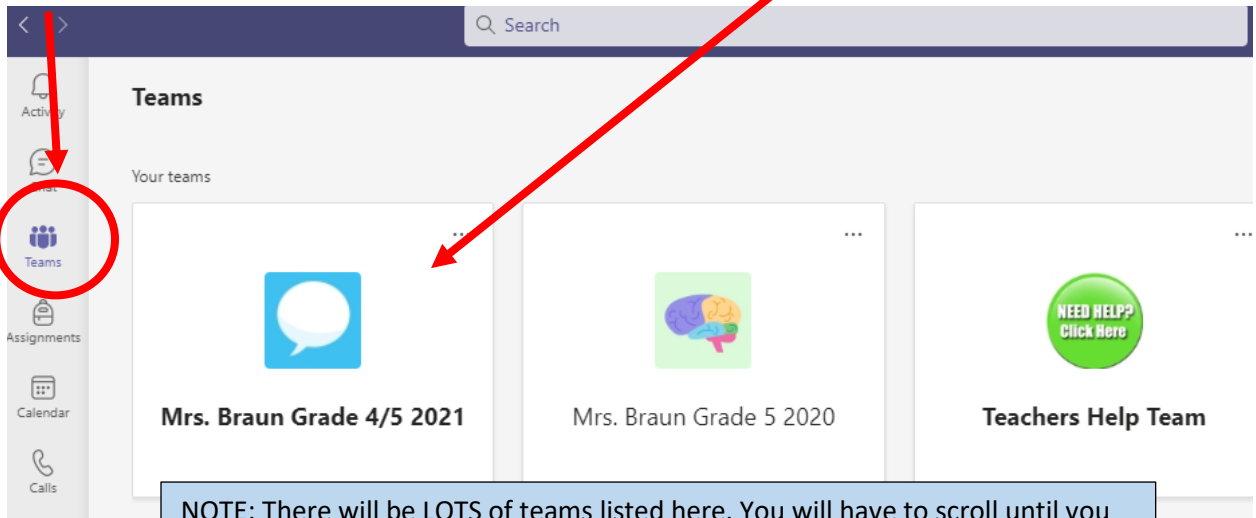
The screenshot shows the Office 365 dashboard. The left-hand navigation pane contains icons for Home, Add, Word, Excel, PowerPoint, Outlook, OneDrive, and Teams. The Teams icon, which depicts three stylized people, is circled in red. A red arrow points from the text '2. Next, click on the icon for TEAMS.' to this icon. The main content area displays a 'Good morning' greeting, a 'Recommended' section with three document thumbnails, and a 'Recent' section with two 'Microsoft TEAMS letter' documents.



The screenshot shows the top right corner of the Office 365 dashboard. The 'Install Office' button is circled in red. Below the screenshot is a blue text box with the following text:

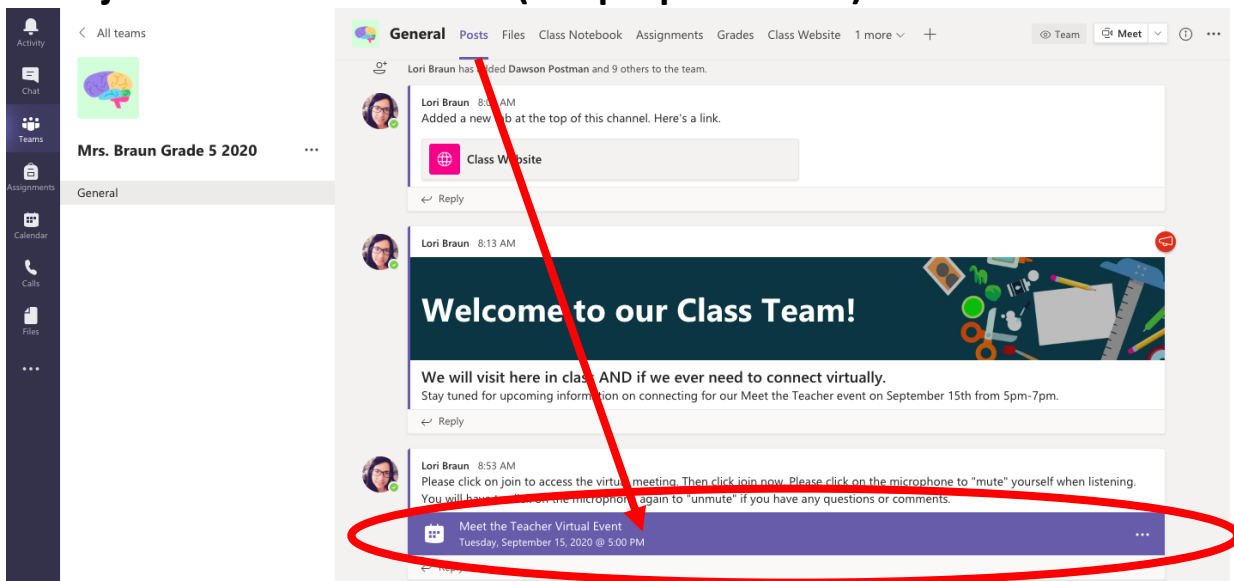
**DID YOU KNOW?** You can download and install all Microsoft Office 365 apps onto your home computer from the page shown above. The “install office” option will be displayed to the right when you access the above page. ( THIS IS NOT NECESSARY FOR OUR MEET THE TEACHER EVENT. JUST AN EXTRA IF YOU ’ RE INTERESTED)

**3. Click on teams (along the side) and then click on our class (Mrs. Braun Grade 4/5 2021)**

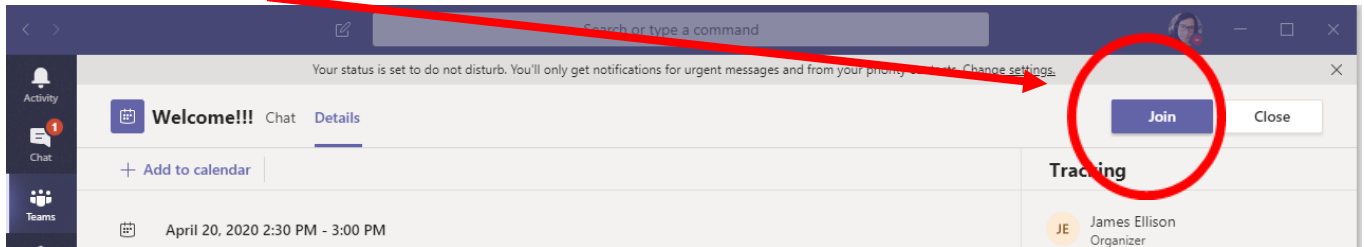


NOTE: There will be LOTS of teams listed here. You will have to scroll until you find the team and icon like the one shown above.

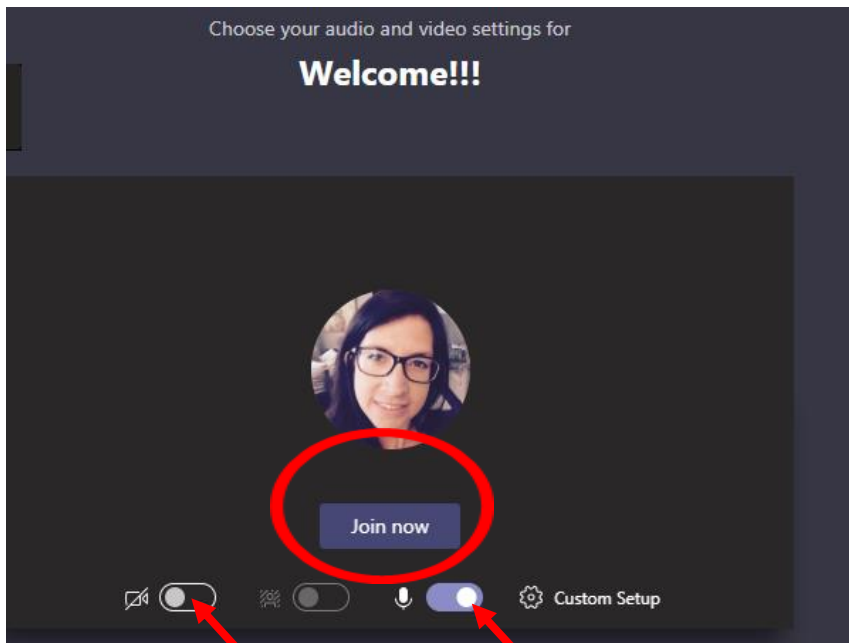
**4. To join the Meet the Teacher video chat, you will see an invitation to join. Click on the invite (the purple section)**



## 5. Click join (in the top right corner of the screen).



## 6. To join the chat, click join now.



This is your camera. Click on this to make yourself visible to others.

This is your microphone. Click off when you first join a video call. Only turn on when you need to talk to others.

I hope to go over this process with students prior to the Meet the Teacher event so they can help you log-on on the evening of. Please do not hesitate to contact me if you have any questions or concerns. Be patient! This technology stuff is new to many.

I look forward to seeing you all soon!

Lori Braun

Grade 4/5 Teacher



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