

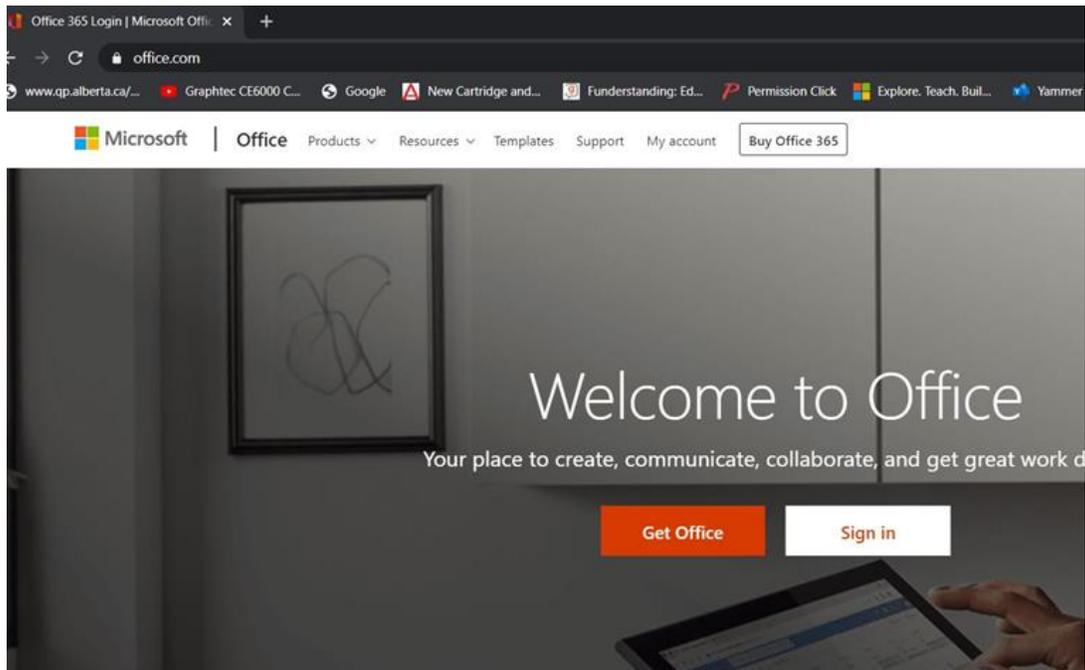
Dear Parents/Guardians,

This year, we will be hosting a VIRTUAL Meet the Teacher event on Tuesday, September 14th, 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.

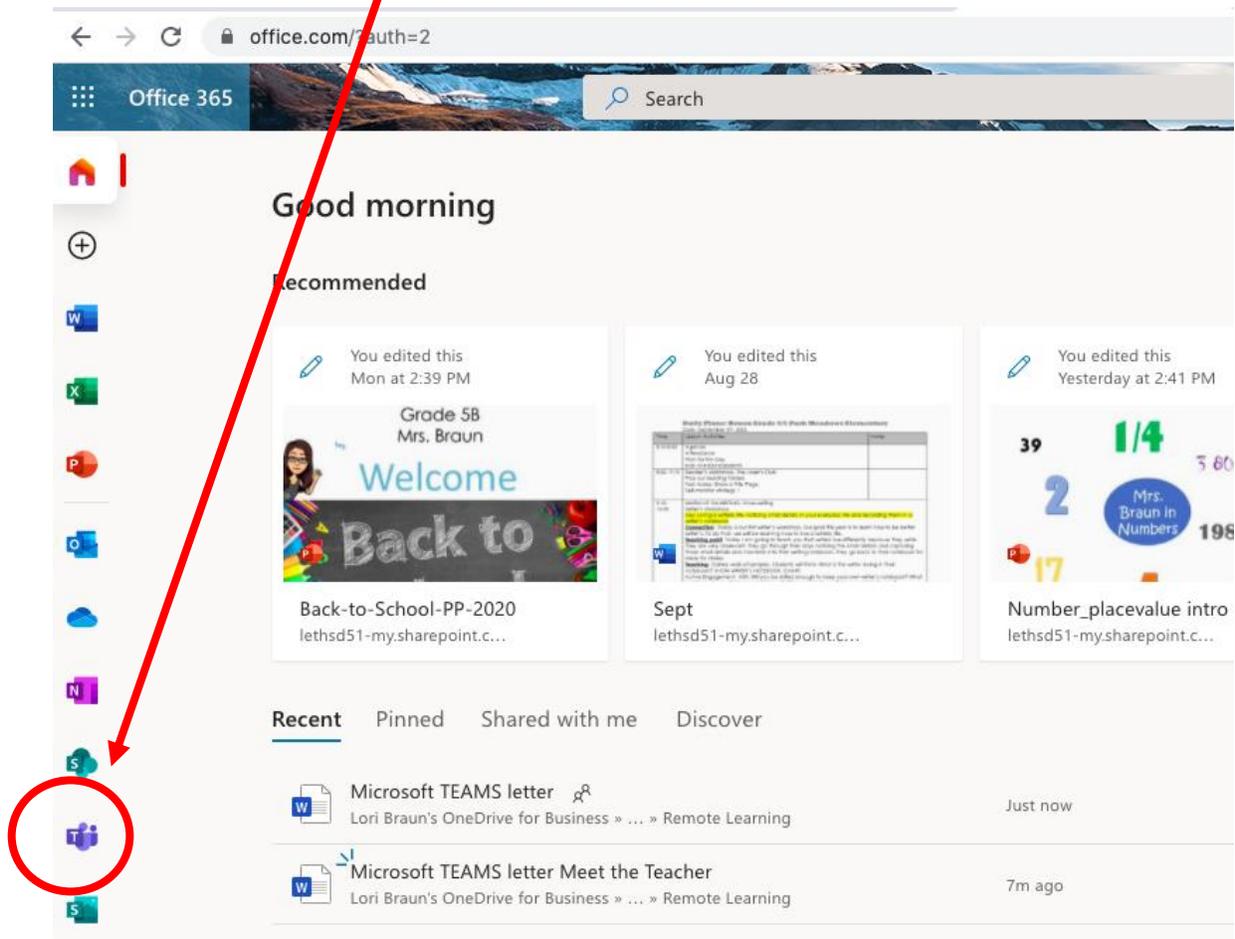
In order to access this event, you will need to access Microsoft Teams. To make this easiest on you, I will have you log-in on your child's Microsoft Teams account. The following pages provide a step-by-step set of instructions to help you get set up and ready for the Meet the Teacher Night. Please log-in and check out the Microsoft Teams site a few days prior to September 14th, to ensure you can access the meeting (see below). If you are having any difficulty, please email me 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 . They will sign-in using their school email/username and their "new" password.**

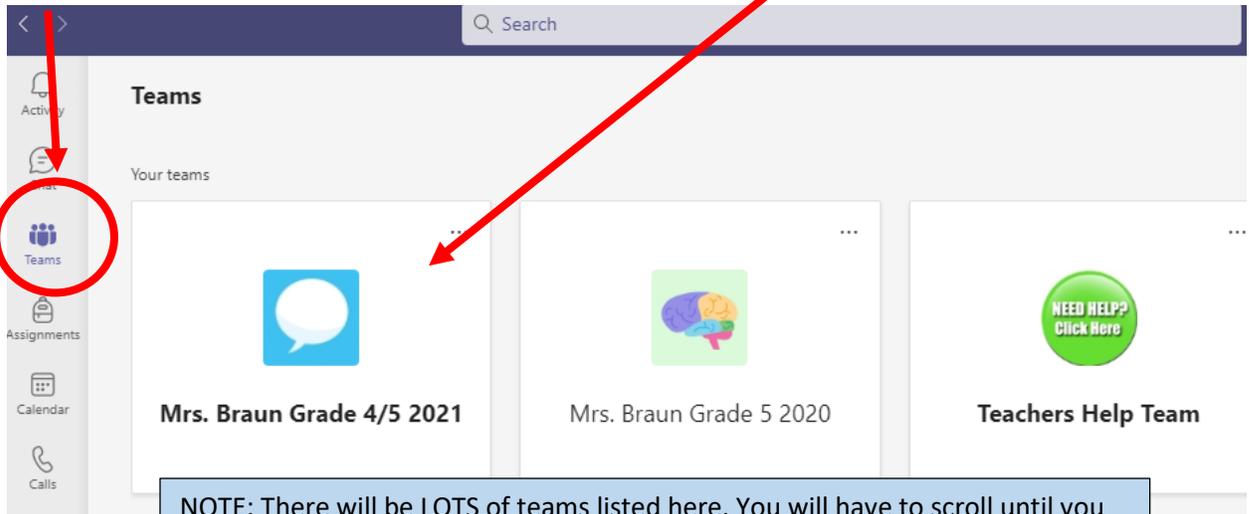


2. Next, click on the icon for TEAMS.

A screenshot of the Office 365 dashboard, similar to the one above, but with a red circle around the "Install Office" button in the top right corner. The button is a blue pill-shaped button with the text "Install Office" and a downward arrow.

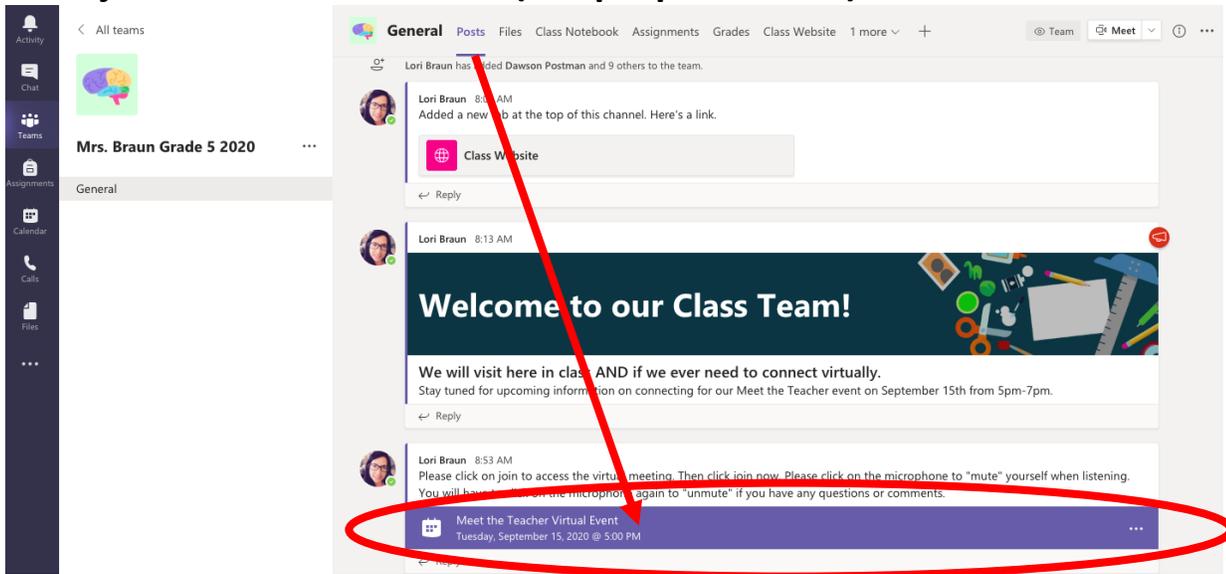
DID YOU KNOW? You can download and install all Microsoft Office 365 apps onto your home computer from the page shown above. The “install office” option will be displayed to the right when you access the above page. (THIS IS NOT NECESSARY FOR OUR MEET THE TEACHER EVENT. JUST AN EXTRA IF YOU ’ RE INTERESTED)

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

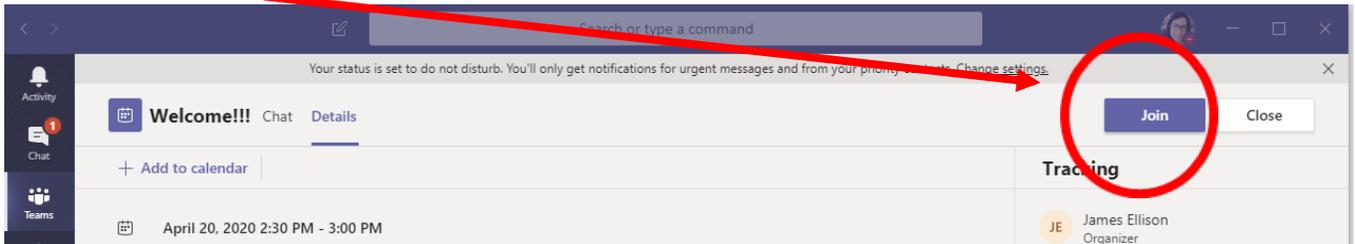


NOTE: There will be LOTS of teams listed here. You will have to scroll until you find the team and icon like the one shown above.

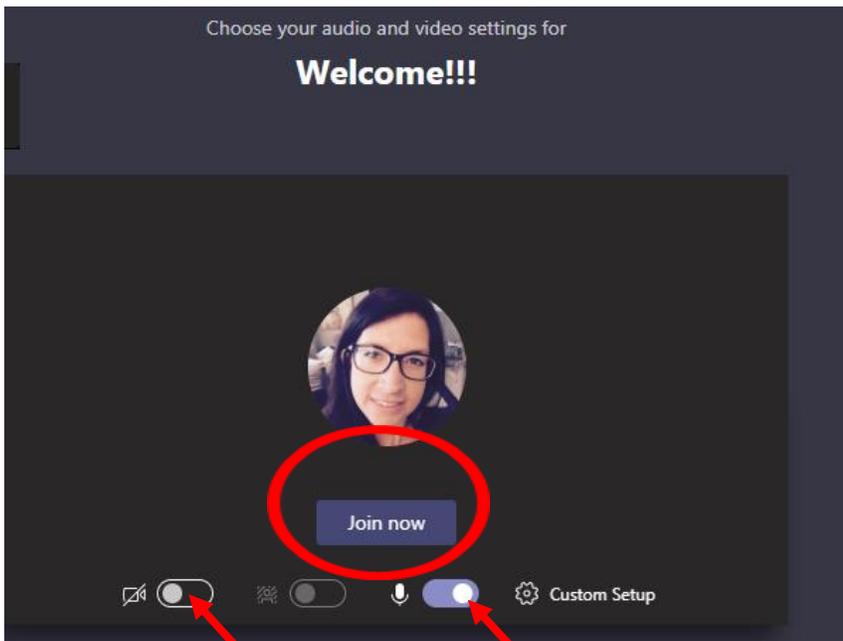
4. To join the Meet the Teacher video chat, you will see an invitation to join. Click on the invite (the purple section)



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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