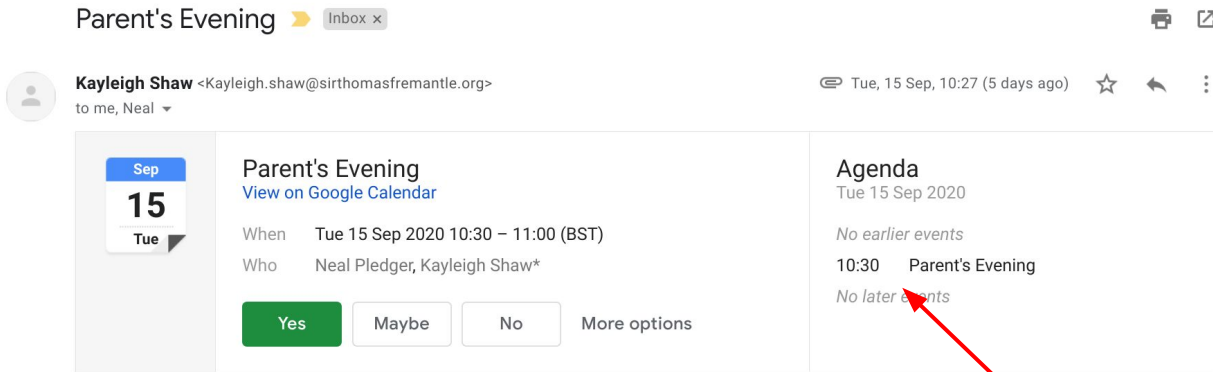


Online Meetings at STFS

Making appointments

Students will liaise with their teachers to organise meetings that best suit you. Please let your child know when you are available. The teacher will book you in using the email address you have provided to the school. You will receive an email that will look like the one below.



Time of appointment

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

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

If using a computer with a webcam

At the time of the appointment, click on the **Join Microsoft Teams Meeting** link at the bottom of the email and Teams will open in your browser and alert the teacher that you are waiting in the lobby. The teacher will then let you into the meeting.

If using an iPad, iPhone or Android device

The link will let you know that you need to install the Teams app. To do this, go to the app store of your device and install Microsoft Teams. It will prompt you to login using your account. You do not need to do this for a Parents Evening. Instead, close the app and click on the **Join Microsoft Teams Meeting** link in your email. This will now open Teams and allow you to join as a guest. You will then be placed in the lobby to await the teacher's invitation to the meeting.

General note

Please be aware that a teacher will need to end a meeting after 10 minutes to allow other parents to meet them. If there are further issues you would like to discuss, please raise them in an email to the member of staff.