



Video Call with Your Teacher

- Only your teacher **can** and **should** request a video call with you.

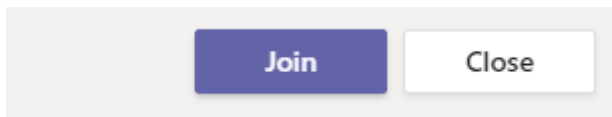
1. When your teacher schedules a meeting with you, you will be notified via email that a meeting is required.

Demo Meeting
Wed 13/05/2020 13:00 - 13:30
No conflicts
RSVP to this event
Add a message to Adam Brealy (optional)
✓ Yes ? Maybe ✕ No ⌚ Propose new time

2. Please confirm that you're able to attend the meeting by clicking on 'Yes'. This will send a response back to your teacher.
3. Once you've confirmed the meeting, open up Microsoft Teams, and click on 'Calendar'. You will see on your Calendar the meeting.



4. When it's time to join the meeting, click on the Meeting from your Calendar. Then click on Join top right. **Only join on the date and time set by your teacher**



5. You will automatically be reminded about the meeting via email notification.