

Microsoft Teams Preparation

Settlement Music School uses Microsoft Teams for our distance learning sessions.

Microsoft Teams can be used either via a web browser or via a desktop app. While both do provide audio and visual communications, we recommend that you download and install the desktop app because it provides a much better experience. It is free for meeting attendees to use, and works on all major platforms including PCs, Macs, Chromebooks, iPhones, and Android phones.

What You Need to use Microsoft Teams

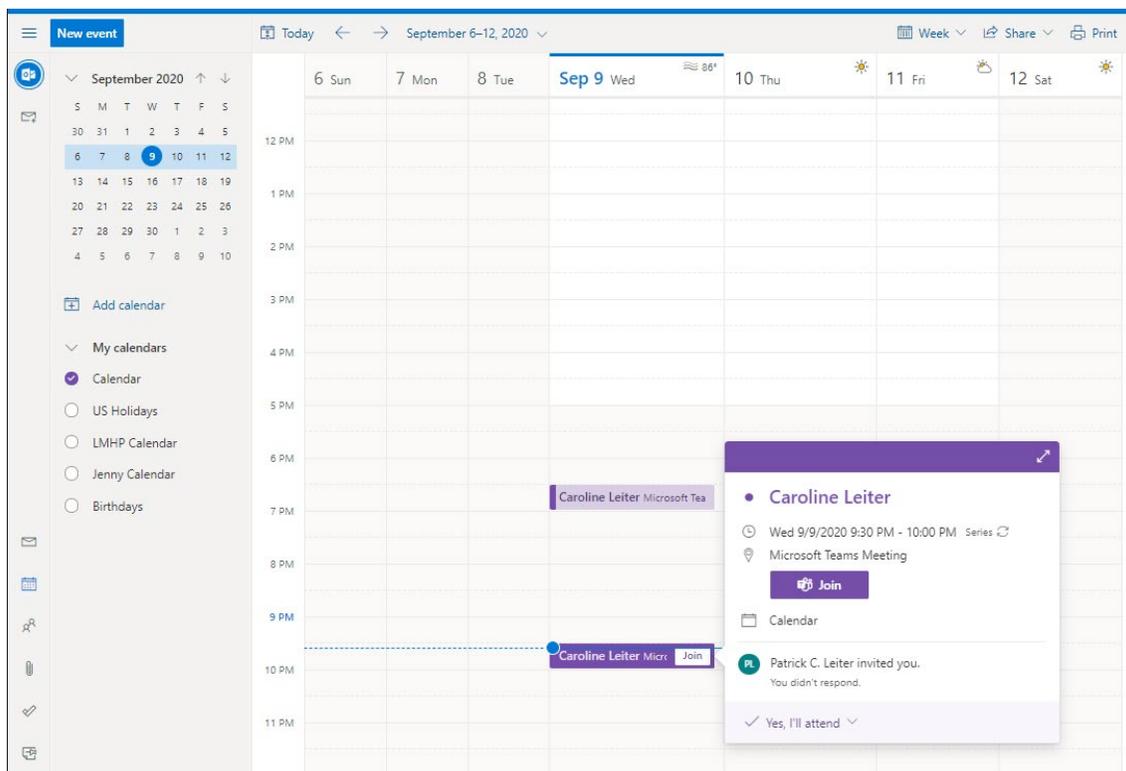
You can use Microsoft Teams on your smartphone, tablet, or computer. Microsoft Teams can be used on most modern (2015 and newer) smartphones with 4G or Wi-Fi access.

Most computers produced since 2015 will have no problems running Microsoft Teams. A high-speed (cable modem or fiber-optic / FIOS connection or 4G wireless) connection is required as well.

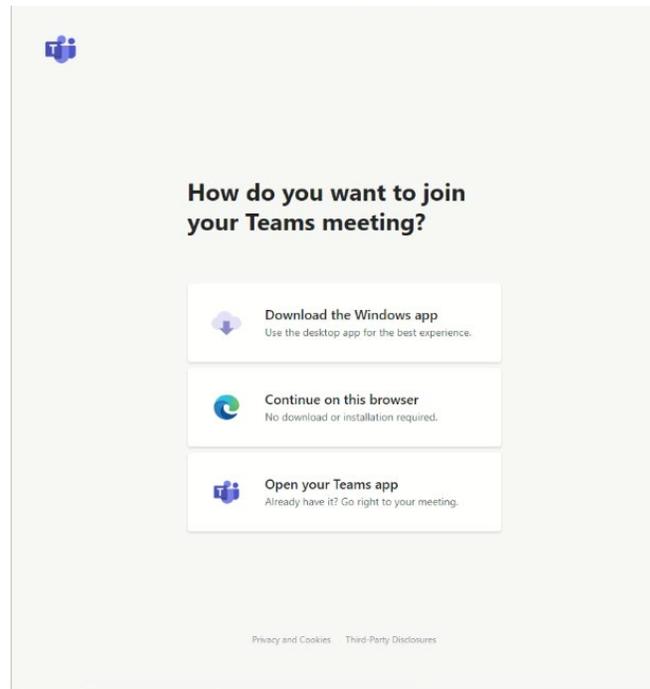
Attending an Online Session

Prior to your meeting, an appointment/meeting request will be sent from your teacher to the parent/guardian email that Settlement has on file. Please be sure to accept this meeting request and allow your mail system to make it an entry on your calendar.

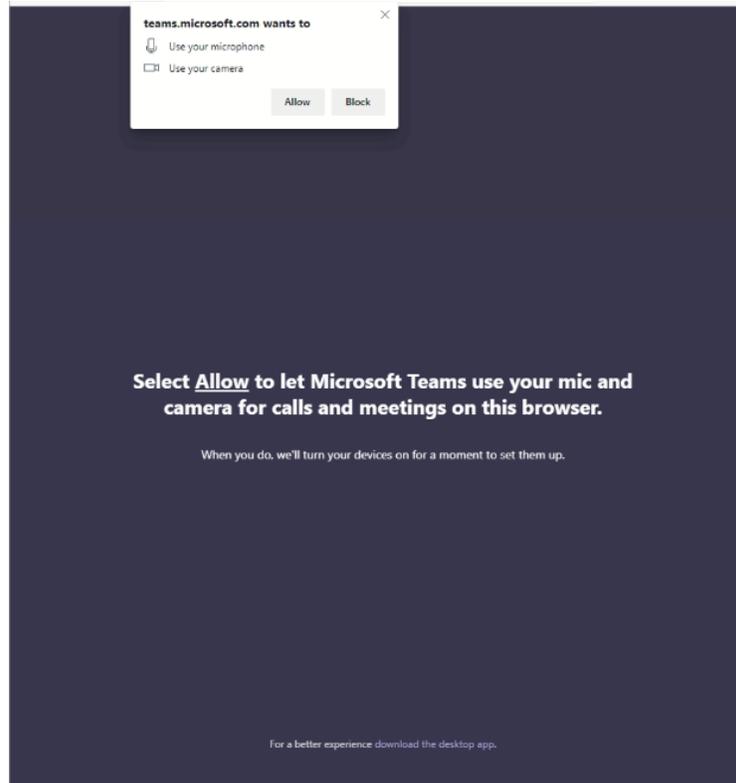
1. On the day and time of your meeting, open the meeting in your calendar. Click the Join button.



2. You will be prompted for how you want to open the link. You may use the browser for the meeting; however, we do recommend installing the desktop app.



3. If this is your first time running the Teams app, you will be prompted about allowing it to access your camera and microphone. You will need to allow this.



4. You will then be connected to the meeting. You should type your name in the box and click the Join now button.

