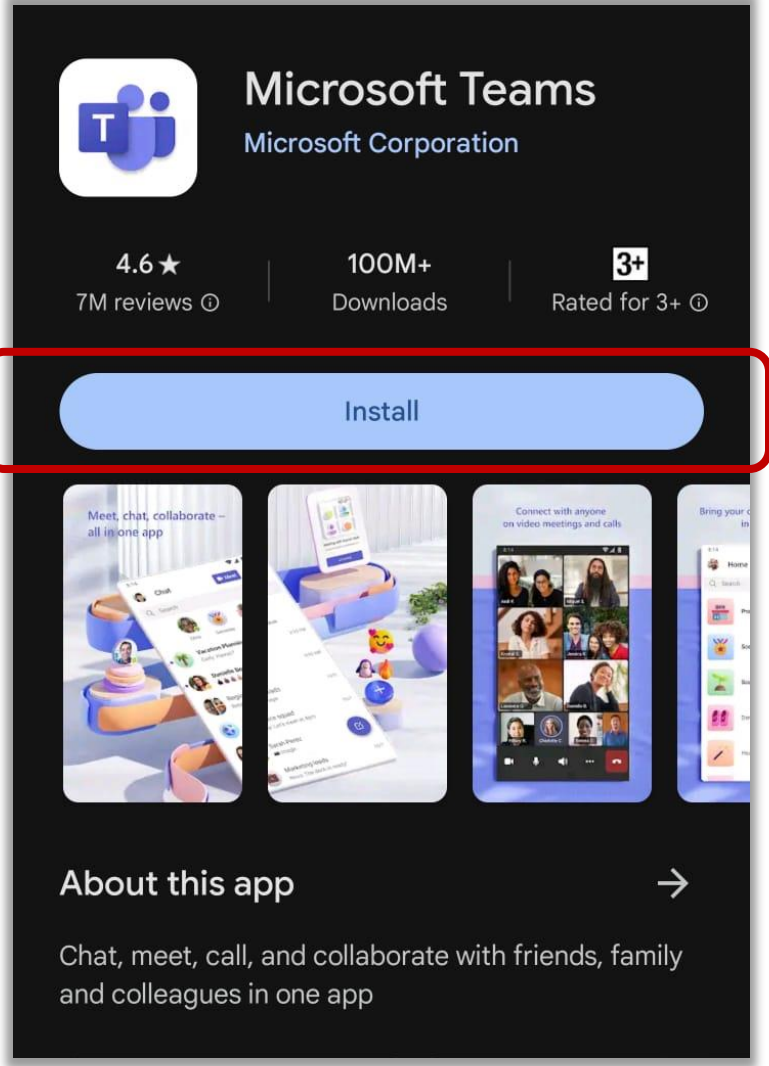





Join MS Teams Meeting (Using Mobile Devices)




Joining a Meeting with **Mobile Device**



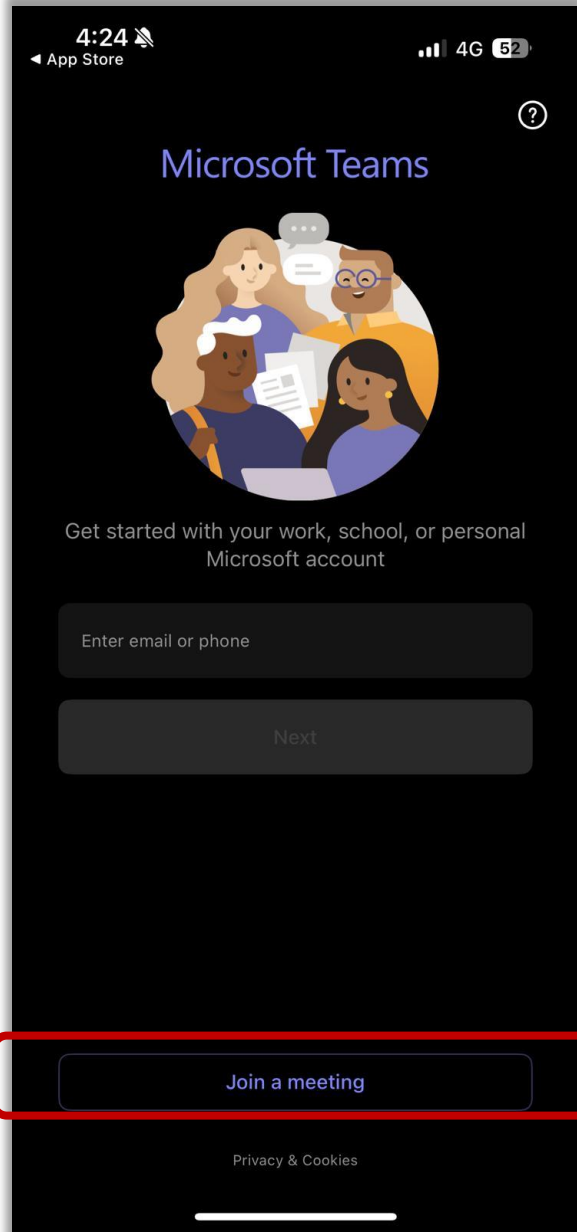
For parents who are using their Mobile Device to access the meeting, they will required to Install “Microsoft Teams” App.



**Join MS Teams
Meeting
(Through **Meeting ID**)**



Joining Meeting ID (Mobile Device)

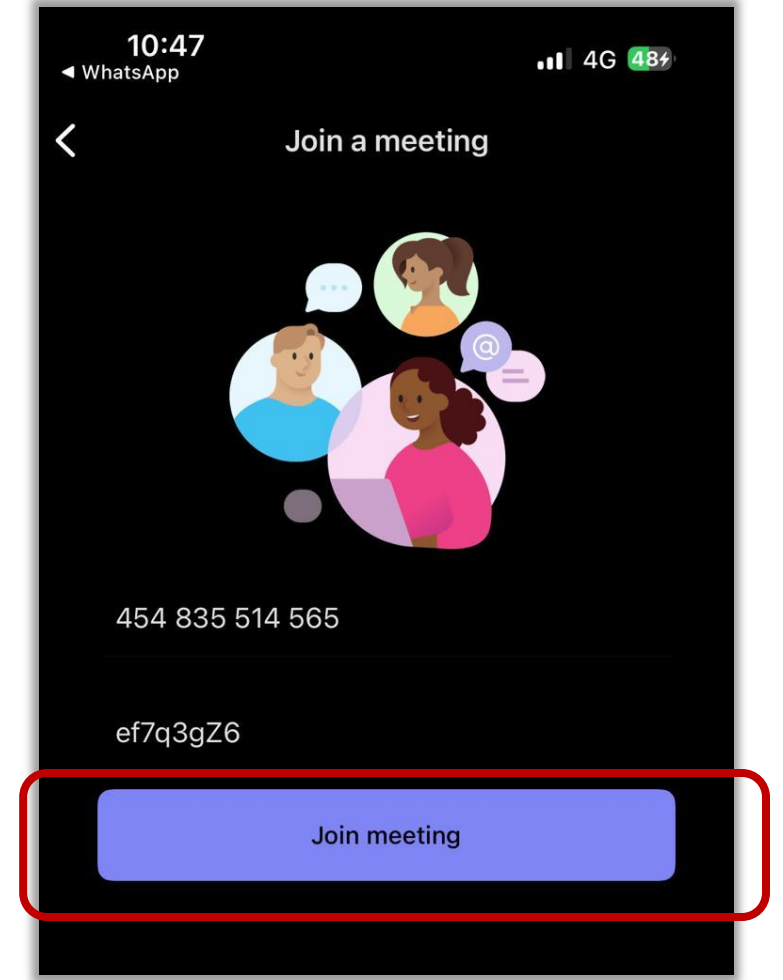
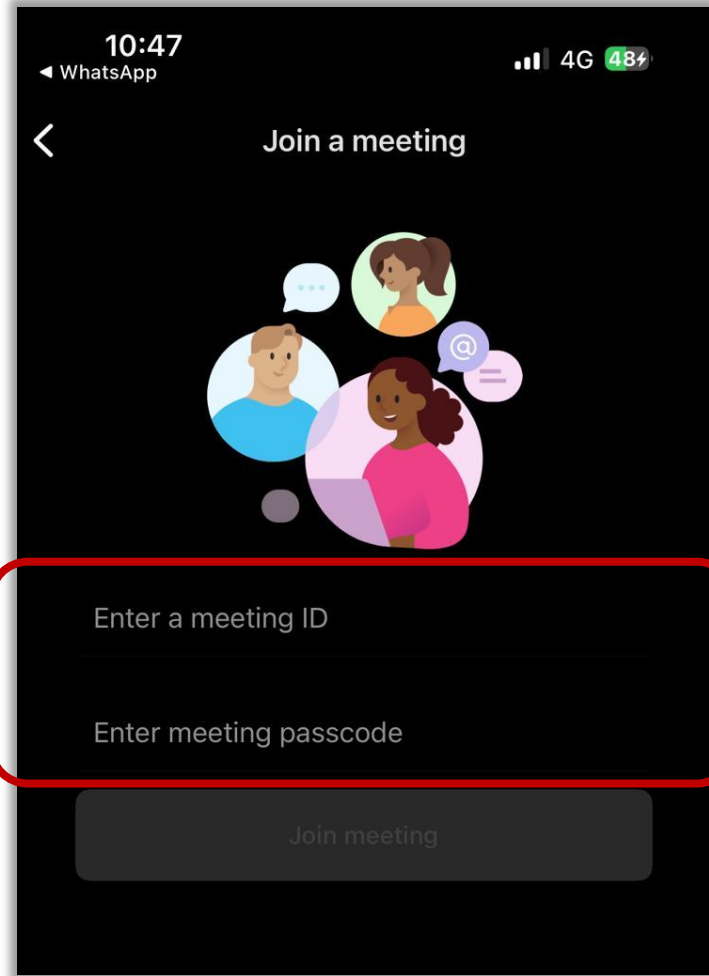


Refer to the Meeting ID & Password given by your teacher.

E.g

Meeting ID: 454 835 514 000

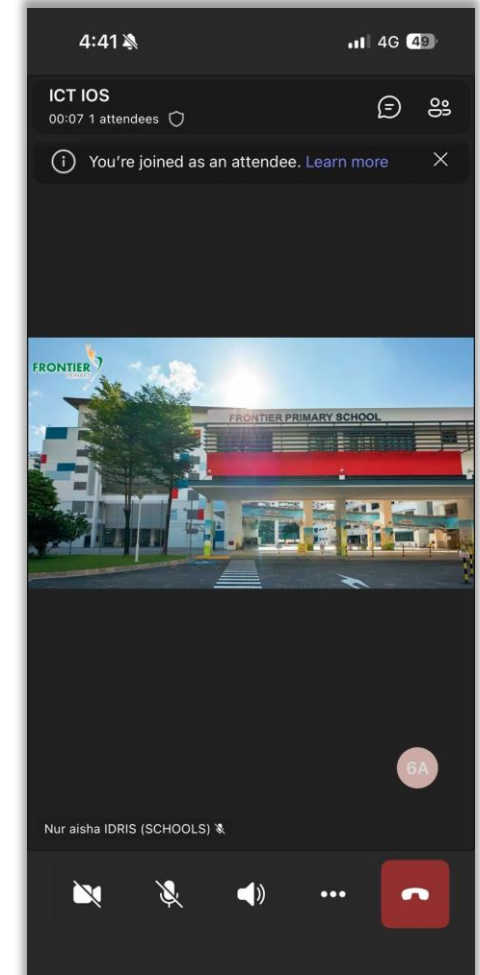
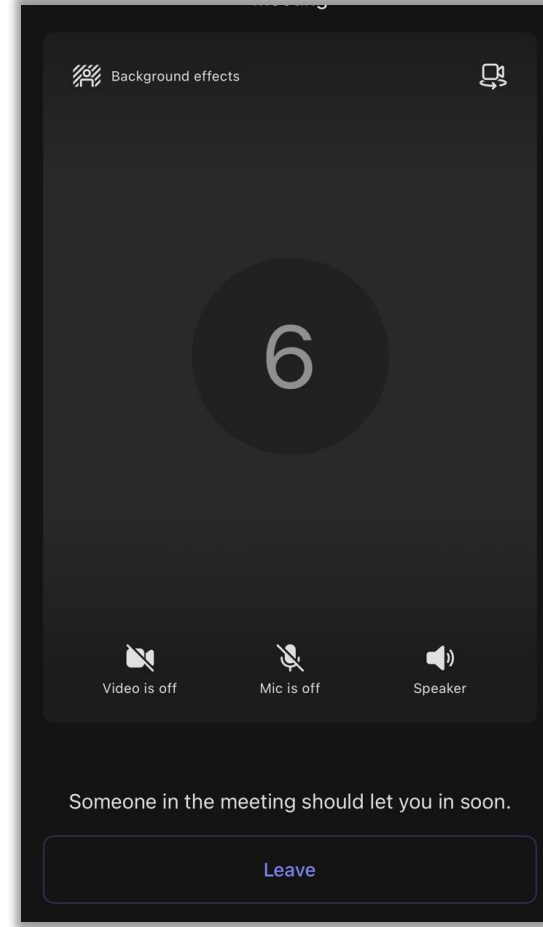
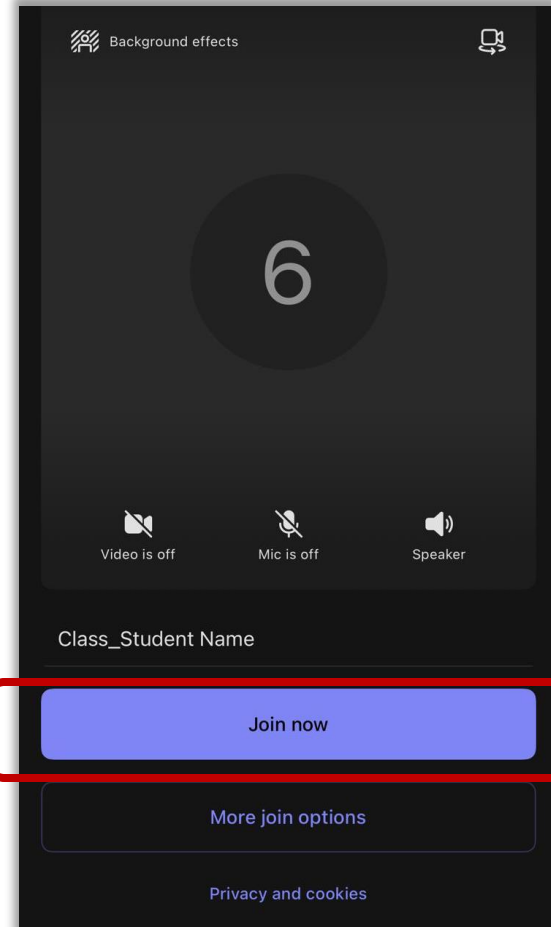
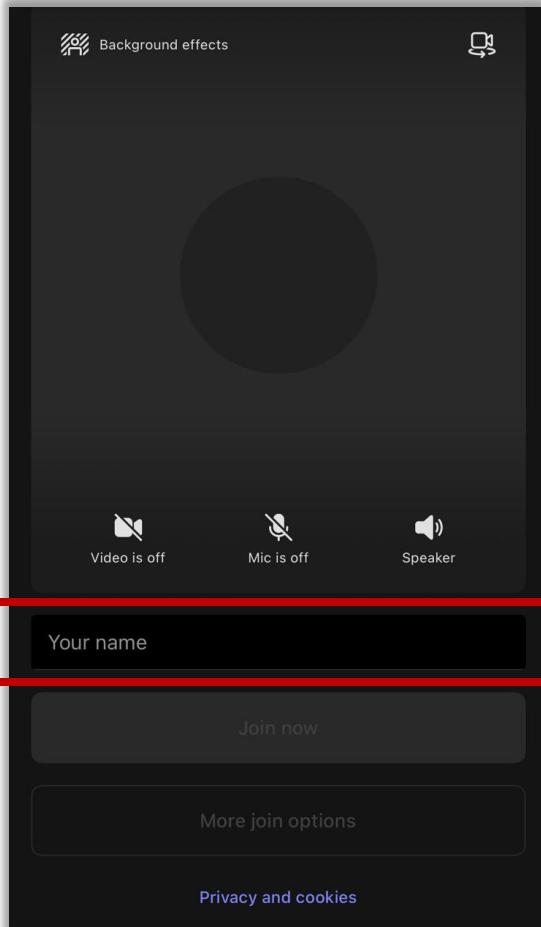
Passcode: ef7q3gZ0



Joining Meeting ID (Mobile Device)

Rename as: Class_Student Name

E.g: 6L01_Mike Lee





Join MS Teams Meeting (Through **Meeting Links**)



Joining **Meeting Links** (*Mobile Device*)

Parents just have to **CLICK** on the link given by the teachers.

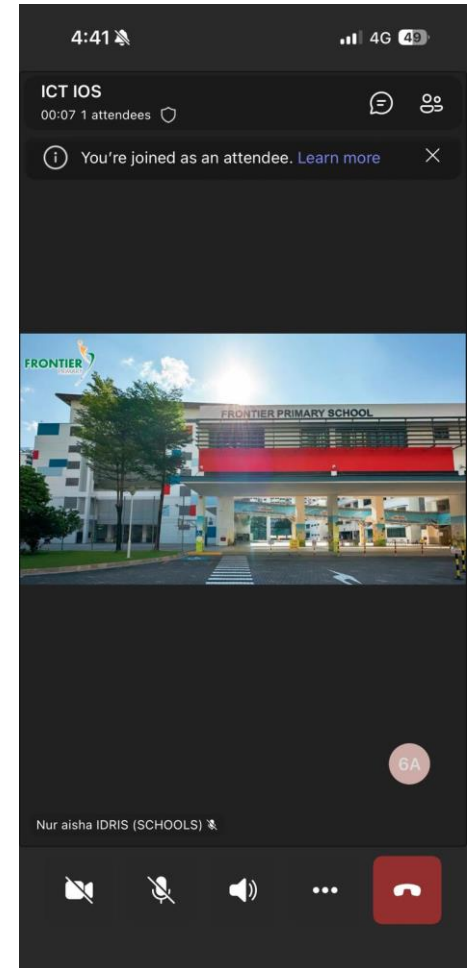
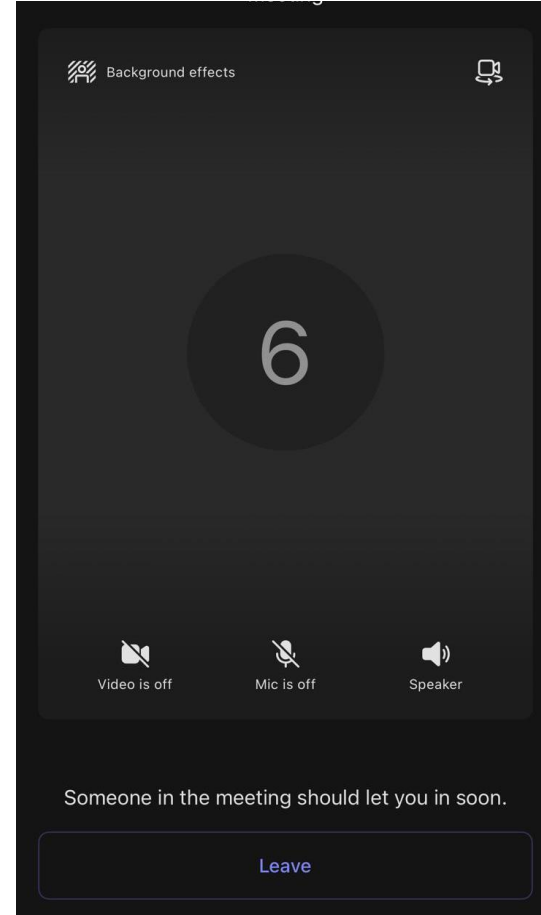
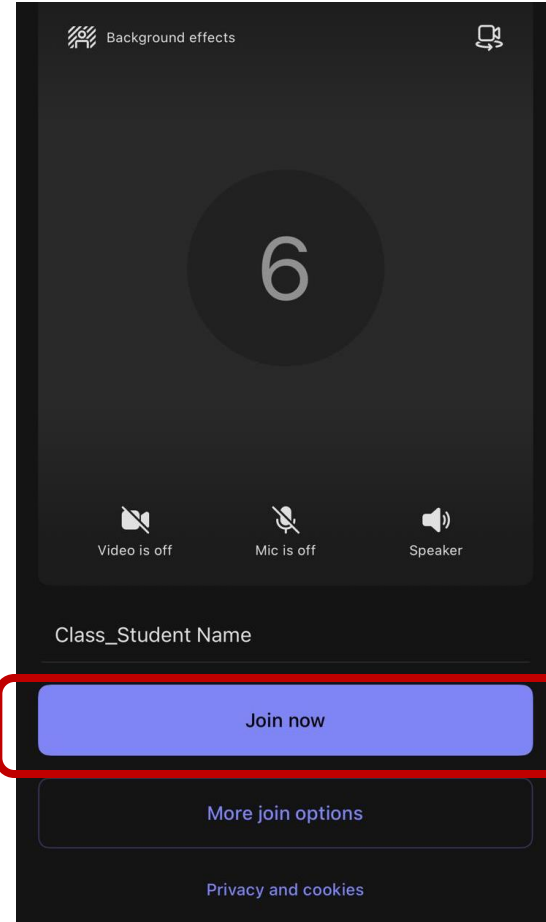
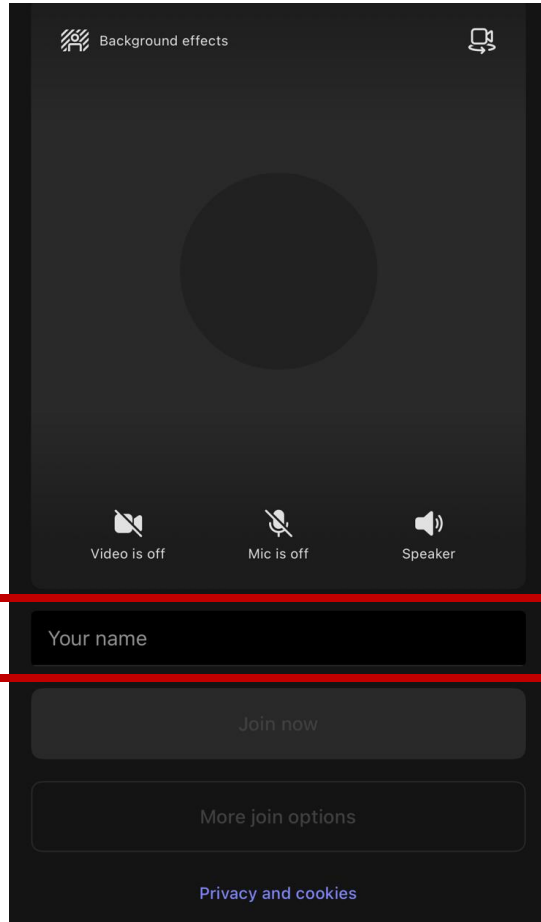
E.g.

<https://for.edu.sg/2ca7-ptm2020>

Joining Meeting Links (Mobile Device)

Rename as: Class_Student Name

E.g: 6L01_Mike Lee



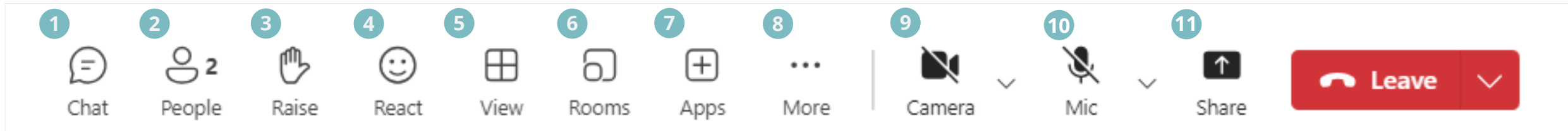


During a Meeting

(Controls & Tools available)



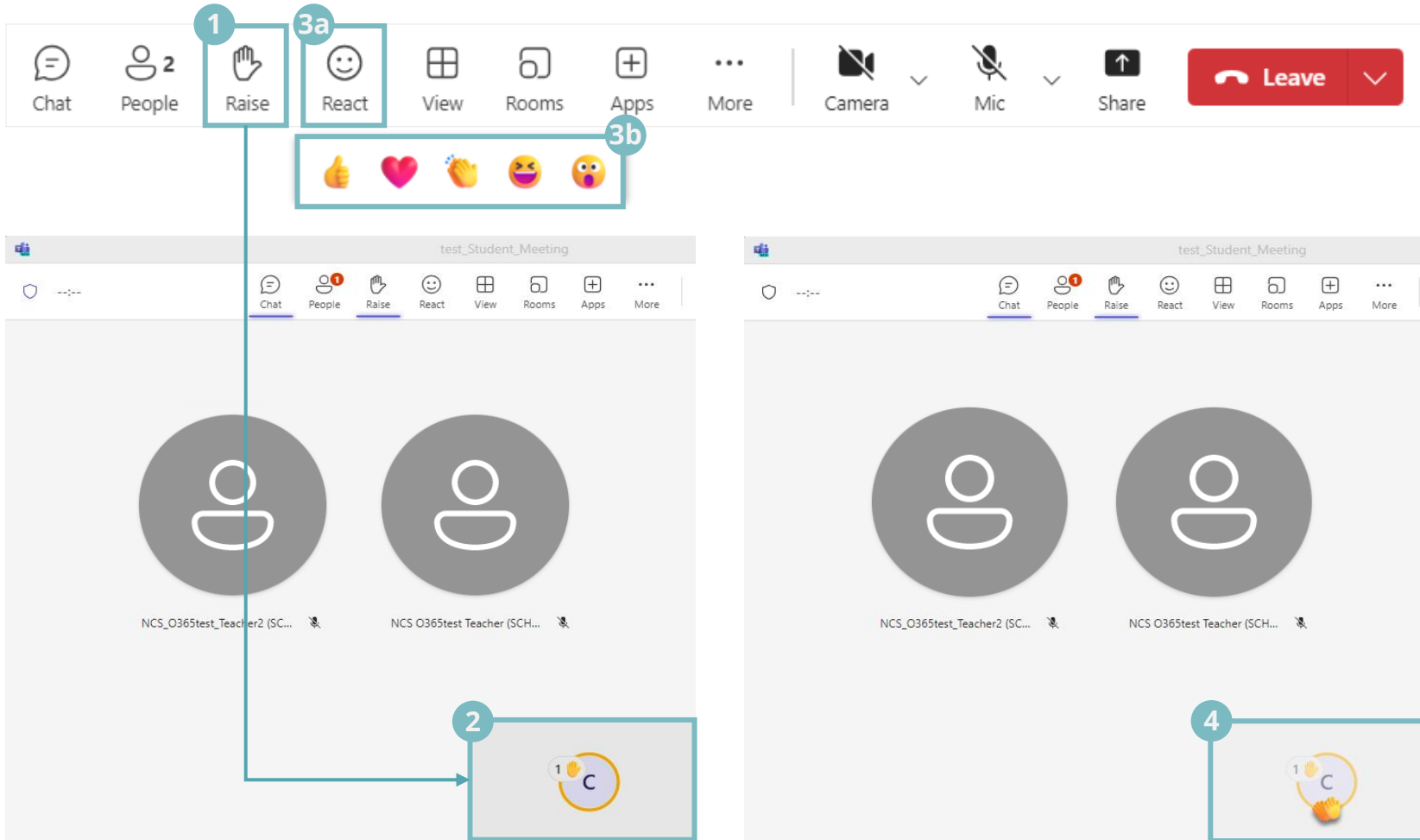
Use meeting controls during meeting



How to use meeting controls

- 1 Chat** – Click the **'Chat'** icon to open the chat panel and participate in real time conversations during the meeting.
- 2 People** – Click the **'People'** icon to view participants in the meeting, allowing you to see who's present and their roles.
- 3 Raise** – Use the **'Raise Hand'** feature to signal that you have a question or want to speak.
- 4 React** – Click the **'React'** icon and choose among the available emoticons for reactions.
- 5 View** – Select the **'View'** icon to adjust your layout and display participants based on your preference.
- 6 Rooms** – Access breakout rooms for focused discussions during the meeting. (Only for Teachers/Organiser)
- 7 Apps** – Use the **'Apps'** icon to access and integrate additional tools (i.e. [polls](#)) that enhance your meeting experience.
- 8 More** – Access additional meeting options.
- 9 Camera** – Click **'Camera'** icon to toggle camera access.
- 10 Mic** – Click **'Mic'** to toggle microphone access.
- 11 Share** – Click the **'Share'** icon in Microsoft Teams to display a specific window to all meeting participants.

Raise hand and reactions



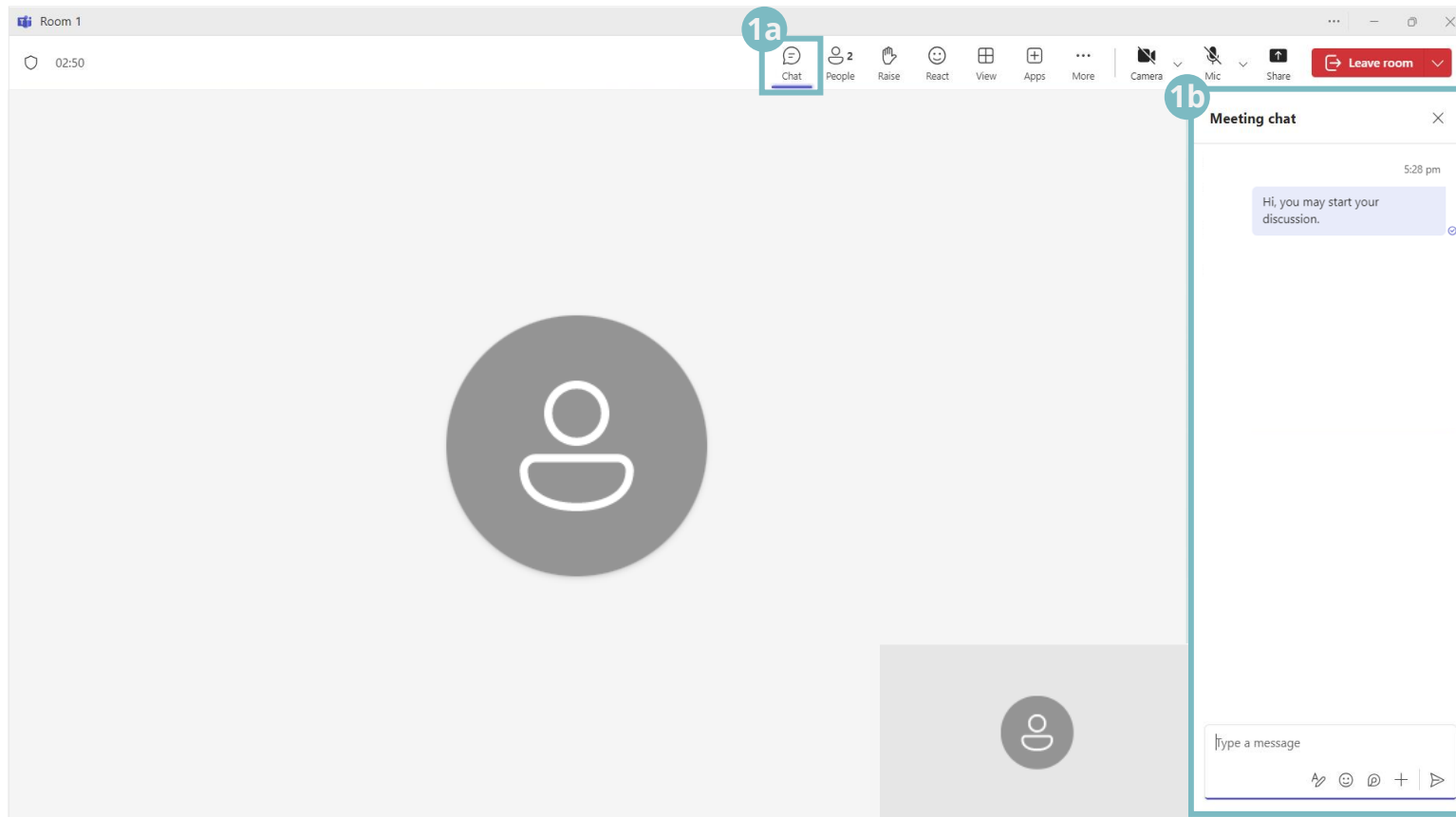
Raise hand

- 1 To signal that you have a question or want to speak, click the **Raise hand icon**.
- 2 **Your hand will appear raised** in the meeting, indicating you have a question or wish to contribute.

Send a reaction

- 3 Select **'React'** from the meeting controls and choose among the available emoticons for reactions.
- 4 **Your selected emoticons will briefly appear on your video** or as a notification, showing your feedback or reaction.

Meeting chat

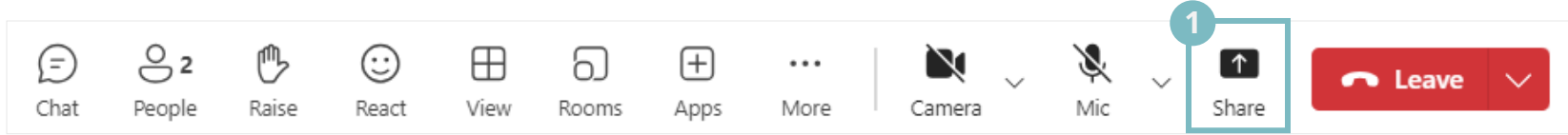


During meeting

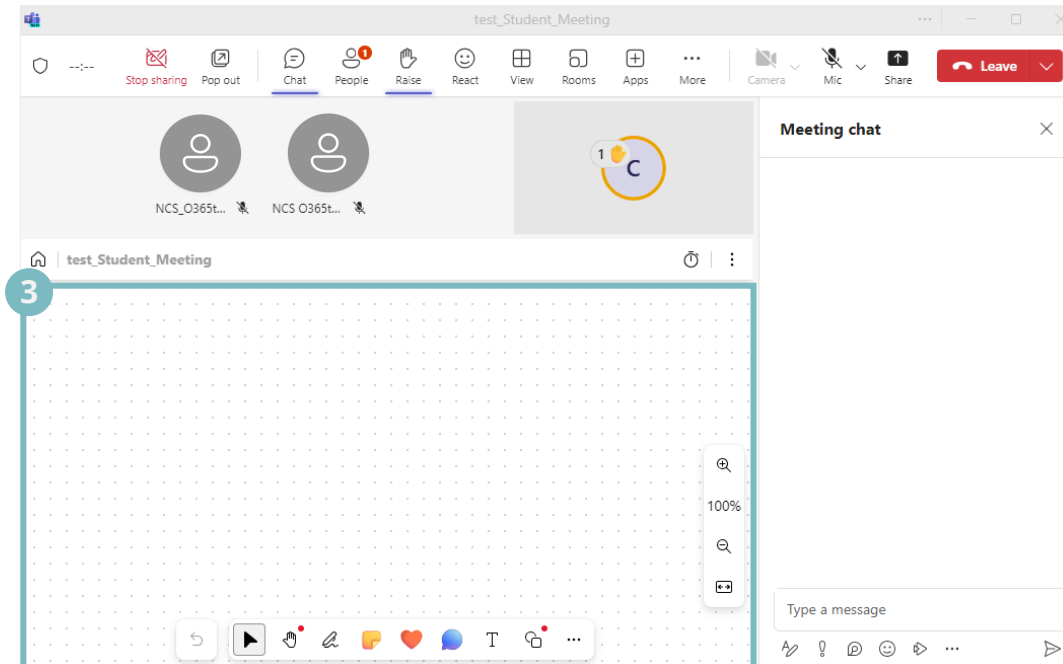
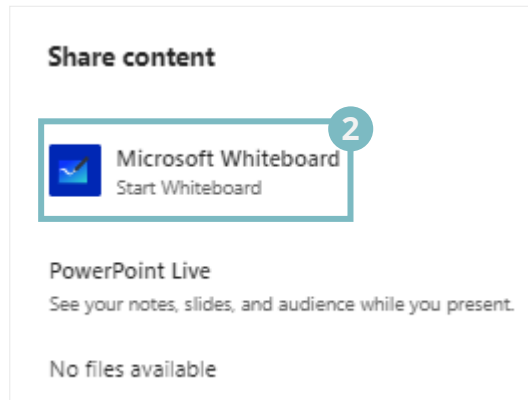
- 1 Select '**Chat**' from the meeting controls. The '**Meeting chat**' for meeting or each breakout room will appear on the right panel.

Note: After a meeting ends or a breakout room is closed, no more messages can be sent.

Share Whiteboard



Note: The teacher or meeting organizer will have to provide you with Presenter rights before you can share your whiteboard.

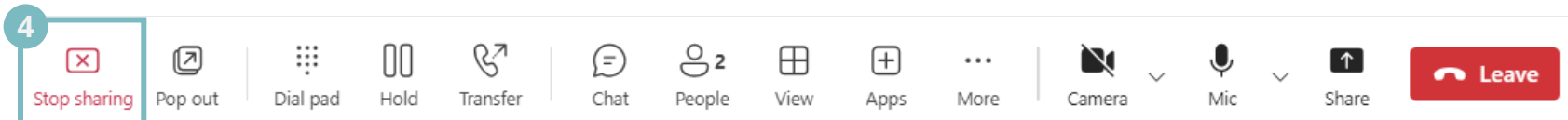


To share a whiteboard

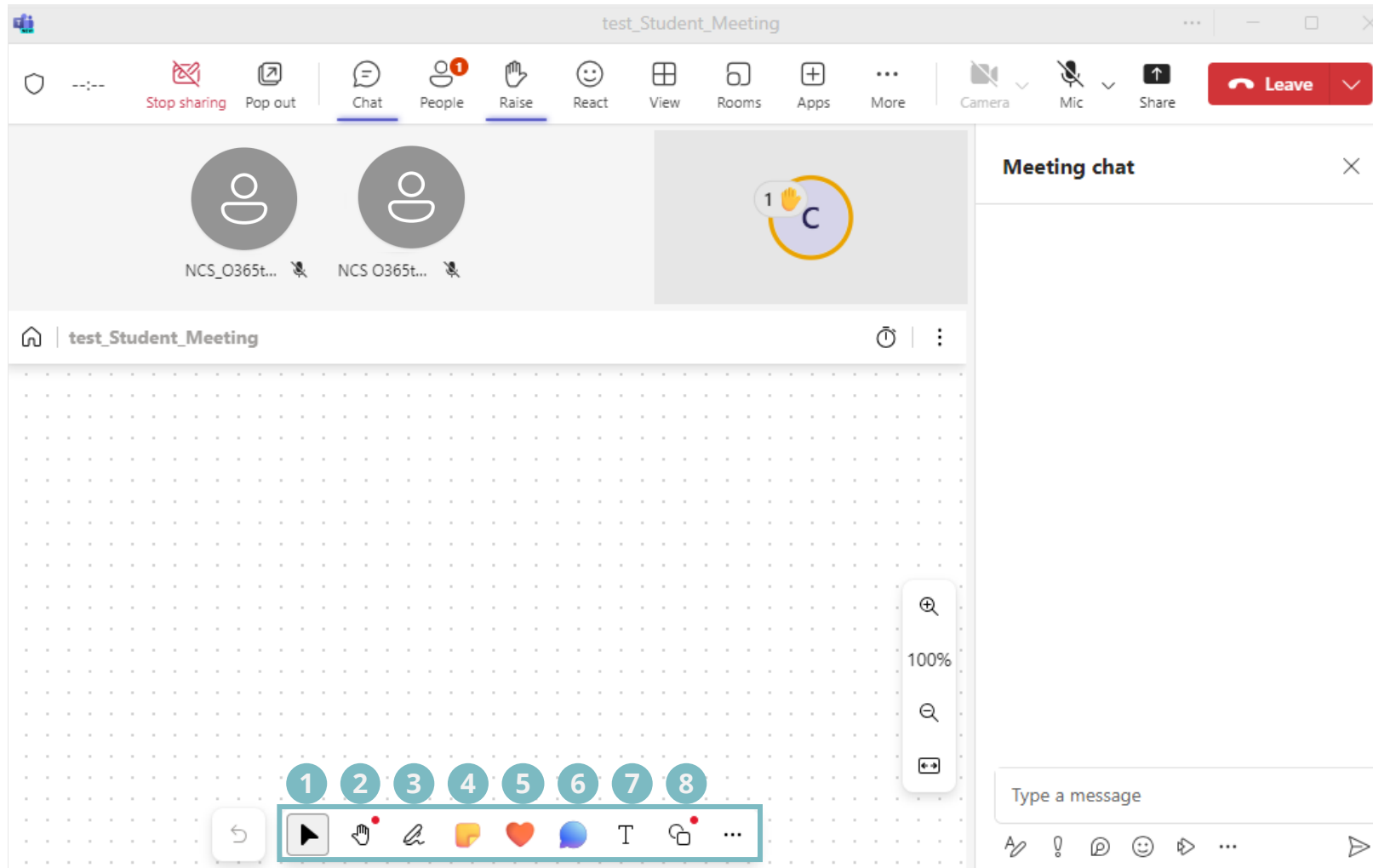
- 1 Select **'Share'** from the meeting controls.
- 2 Select **'Microsoft Whiteboard'**.
- 3 You have successfully shared the whiteboard.

To stop sharing whiteboard

- 4 Select **'Stop sharing'** to stop sharing your screen.

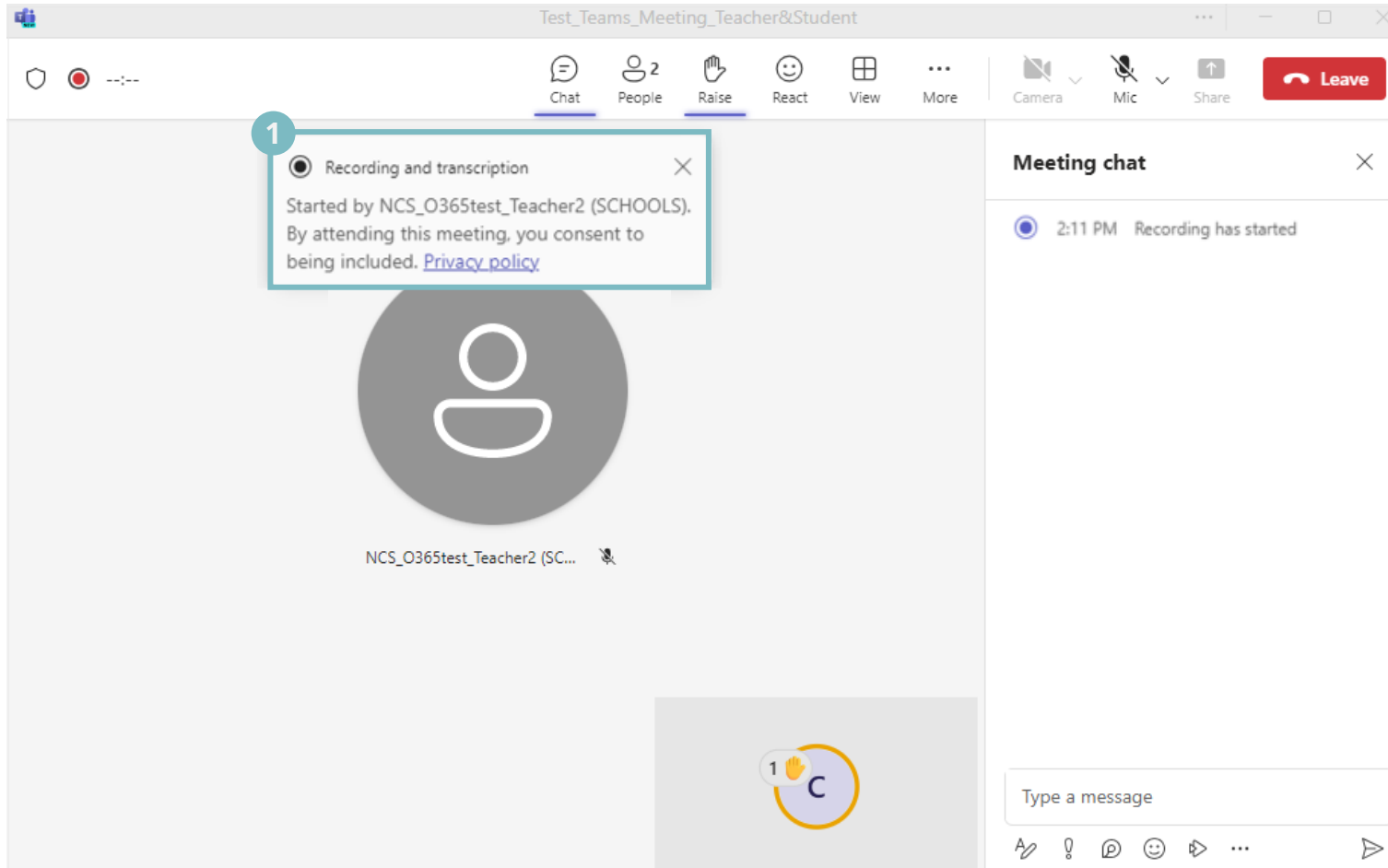


Whiteboard menu



- 1 **Select** – Move or resize objects on the whiteboard.
- 2 **Pan** – Use the Pan tool to navigate around the Whiteboard by clicking and dragging.
- 3 **Draw** – Click this to draw or write on the Whiteboard. Choose different colors and pen thicknesses.
- 4 **Sticky note** – Select this to add sticky notes or a grid of notes for brainstorming.
- 5 **Emoticons** – Click to insert reactions or emoticons on the whiteboard.
- 6 **New comment** – Click this to add comments anywhere on the whiteboard.
- 7 **Text** – Use this to insert text boxes.
- 8 **Add shape or line** – Click to draw shapes or lines.

Notification for meeting recording



- 1 A **recording notification** will appear when your teacher has started recording.

Support Options

Please contact **your teacher** should you want further information regarding Microsoft Teams or if you encounter any issues.

