

Parent Guidance for Microsoft Teams Video Meetings

1. After your appointment is scheduled, you will receive an email or text invitation from WIC to join a Microsoft Teams meeting.
2. Please watch this informational video before to your appointment: [How to join a Microsoft Teams meeting](#).
3. About 5 minutes before your appointment time, please select the **“Join Microsoft Teams Meeting”** link in your email, text for calendar invitation.
4. You will be asked to open Microsoft Teams or download the free app from the App Store, Google Play store, etc.
5. Select **“Join as a guest”**. Enter the name you want displayed and turn on your audio and video. Select **“Join Meeting”**.
6. If you arrive prior to WIC Staff, you will be placed into the waiting room. Staff will admit you into the meeting after they arrive. You may need to unmute yourself when the meeting starts.
7. If you are having trouble connecting, you may also join your appointment by telephone:
 - a. Dial the phone number provided in your invite.
 - b. Enter the **meeting ID** number when asked.
8. If you need further guidance, please call the WIC office at ____.

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