

## You can join by one of 4 ways: tablet, phone, laptop or PC

### OPTION 1: TO JOIN MEETING WITH AN TABLET, PHONE OR APPLE COMPUTER



#### YOU WILL NEED:

Earbuds OR headphones with microphone and Microsoft Teams App



#### TO JOIN BY TABLET OR PHONE:

1. Download the Microsoft Teams App from the Google Playstore or Apple App store
2. Open your email from The Family Centre with the Microsoft Teams meeting link. Click the link that says **CLICK HERE TO JOIN THE MEETING**. Your meeting should start automatically.
3. Plug in headphones to your device and wait for the facilitator to admit you to the meeting. If you have any difficulties in joining the meeting please contact our office on (07) 5524 8711

### OPTION 2: TO JOIN MEETING WITH AN LAPTOP OR PC



#### YOU WILL NEED:

Earbuds OR headphones with microphone and Zoom App



Webcam  
(if not built into your monitor or laptop)

#### TO JOIN BY COMPUTER OR LAPTOP:

1. Plug in headphones to your device
2. Open your email from The Family Centre with the Microsoft Teams Meeting link.
3. Click the link that says Click the link that says **CLICK HERE TO JOIN THE MEETING**.
4. This will open up your web browser with the option to Join the meeting click **CONTINUE ON THIS BROWSER**
5. **CLICK JOIN NOW** and wait for the facilitator to admit you to the meeting

### PLEASE CONSIDER YOUR HOME'S PRIVACY

- Please wear appropriate clothes
- Please consider that some conversations may not be appropriate for children to hear
- People walking in the background and noise can be distracting to the meeting and has privacy implications
- Background noise can be minimized by using headphones
- If you do not have good internet connection you may need to turn off your camera.

### GENERAL INSTRUCTIONS

The Microsoft Teams meeting will be open 20 minutes prior to the start of the course for the first session to assist with getting people online, and 10 minutes prior for subsequent sessions.

Please let us know prior if there is a different account name to your name so we can recognize you.

Online sessions are not recorded or stored.

We recommend you use secure Wi-Fi  
(not free public Wi-Fi)