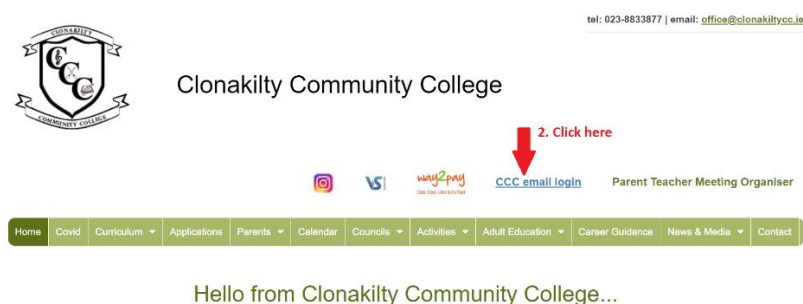


## How to Access Meeting using Teams:

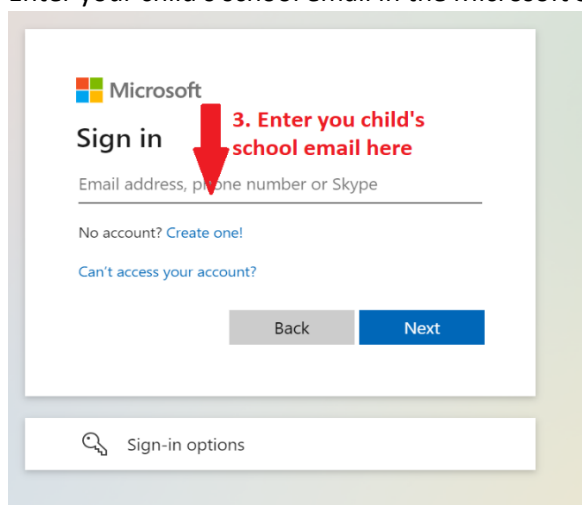
1. If you have the Teams App installed on your device, sign in using your child's email and password and **skip directly to step 8**.

If you do not have the Teams App installed on your device you can access your child's Teams account by first going to the school website on <https://www.clonakiltycc.ie/> and then proceeding to step 2.

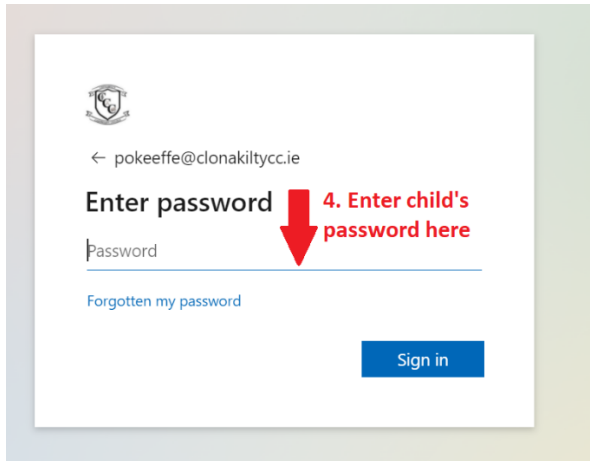
2. Click on CCC email login (shown below)



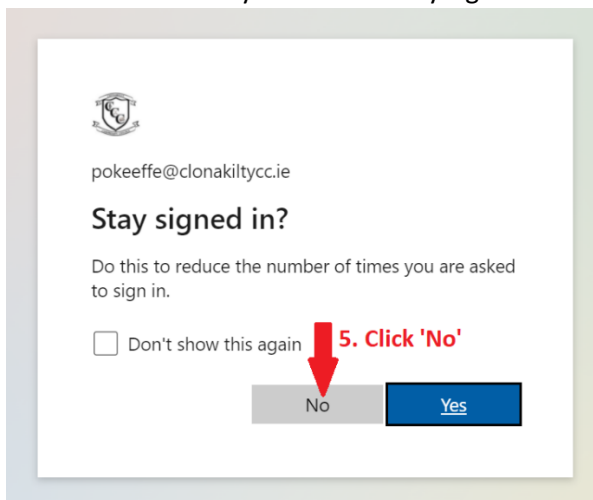
3. Enter your child's school email in the Microsoft Sign in box and click 'Next'.



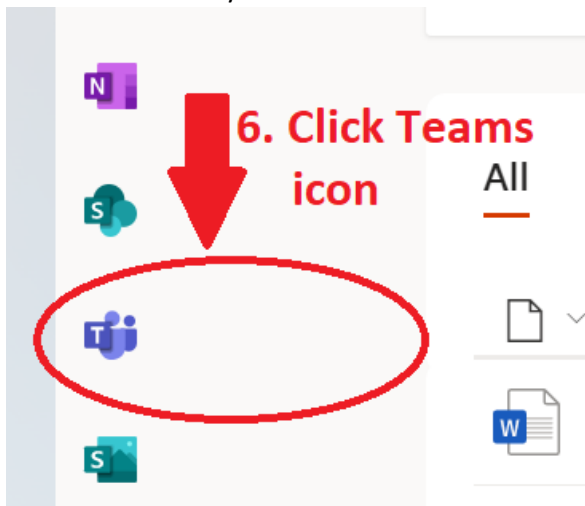
4. Enter your child's password in the box and click 'Sign in'.



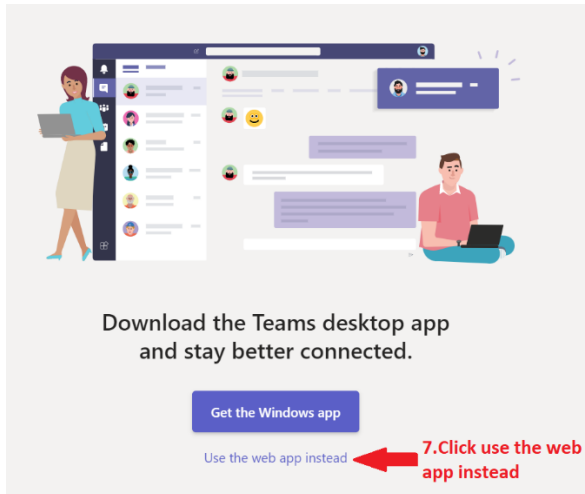
5. You will be asked if you want to Stay signed in? Click 'No'.



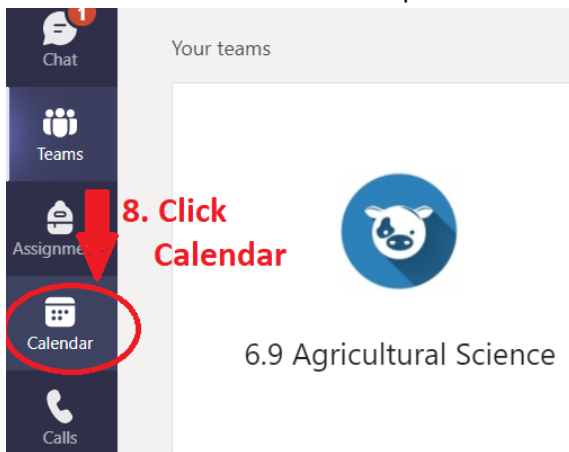
6. You are now logged into your child's Office365 account. Down the side are you will find the Teams icon which you need to click.



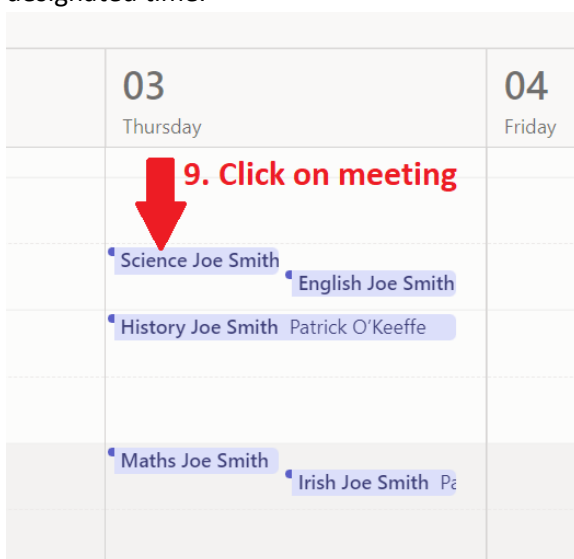
7. On the next screen click 'Use web app instead'.



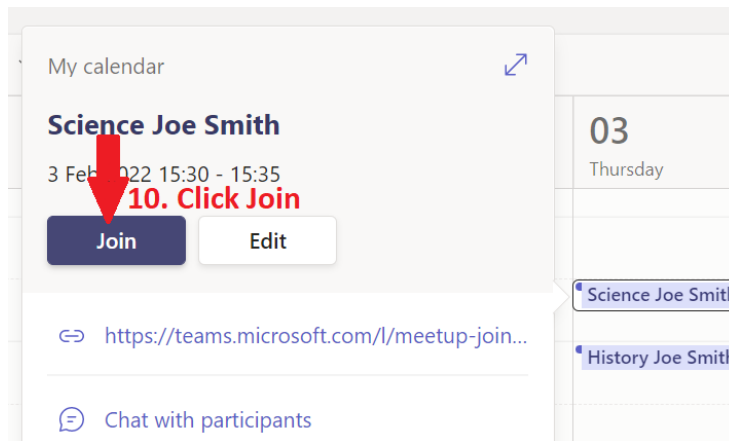
- Your child's Teams Account will open and down the side you need to click on the 'Calendar' icon.



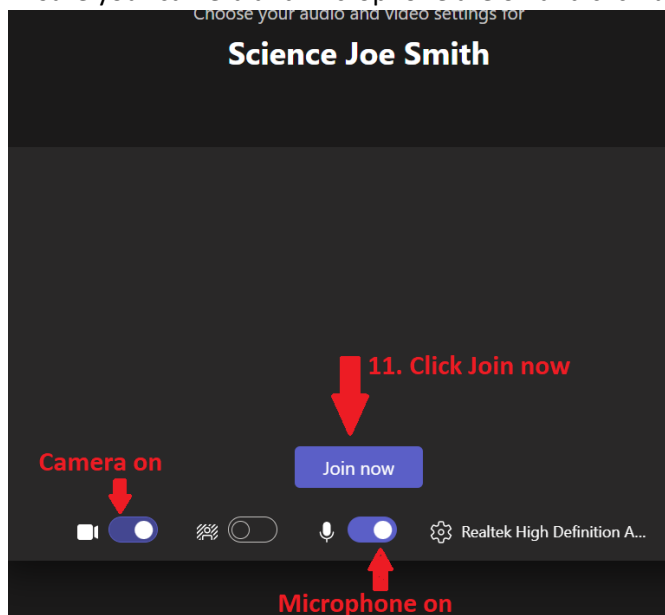
- Meetings for each subject will be visible on the calendar. Click on each individual meeting at the designated time.



- Click 'Join' on the box that opens.



11. Ensure your camera and microphone are on and click 'Join now'.



12. You will be placed in the 'Lobby' until the individual teacher admits you to the meeting.