



Guide for Parents Join School Teams Chat



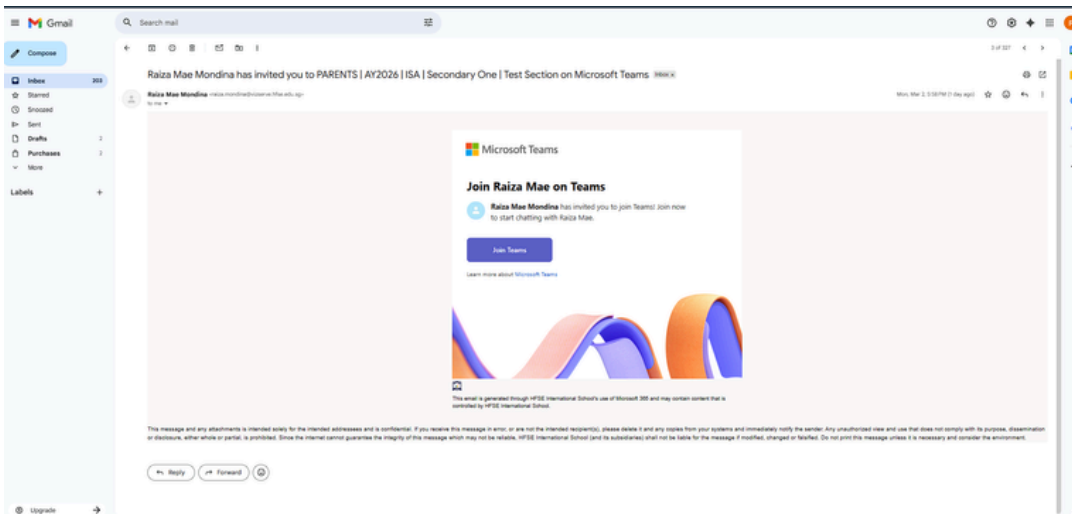
Microsoft Teams

Step-by-Step: Parents Join Teams via Email

Step 1- Joining Microsoft Teams via Email Invitation

The school will send a Microsoft Teams invitation to your personal email address. Here is how to find it and get started:

1. Open your email inbox
Check the **email invitation** sent by the school or teacher.
2. Find the Microsoft Teams invitation
Look for the subject showing you were invited to Microsoft Teams.
3. Click “Join Teams”
Tap or click the **Join Teams button** in the email.



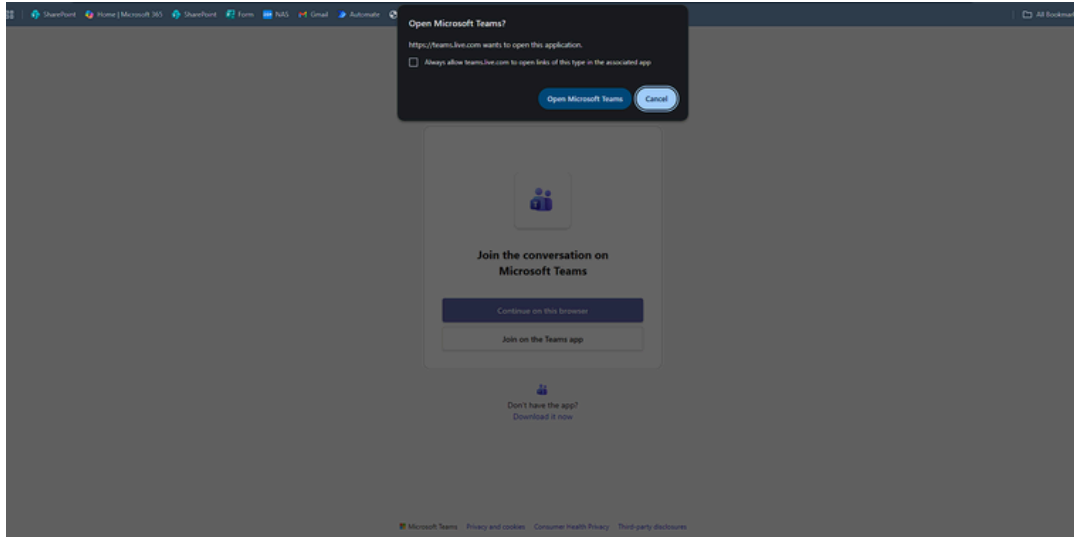
Guide for Parents: Join School Teams Chat



Step 2 – Choose how you want to join

After clicking the link, a new page will open:

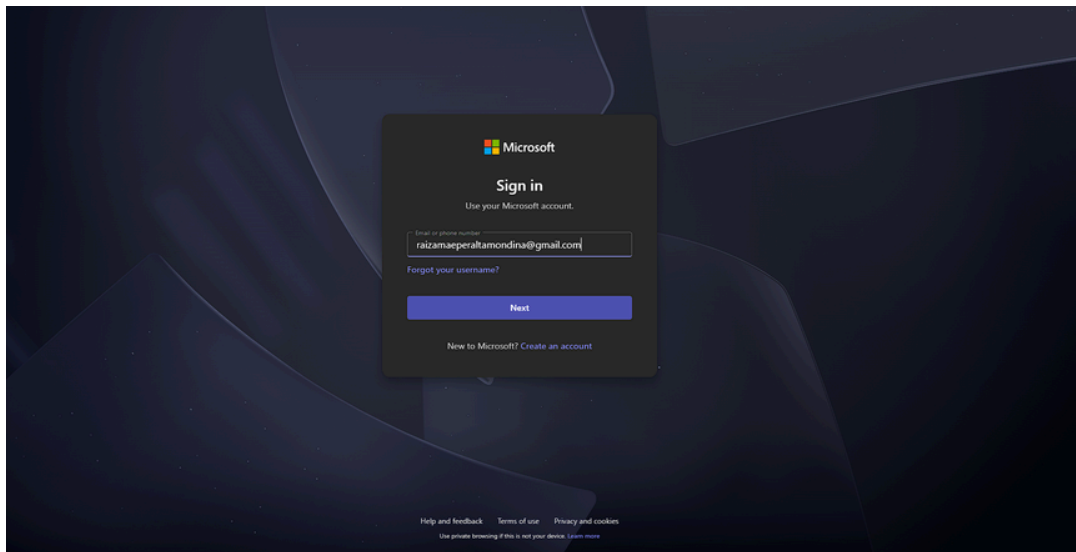
1. A new page will open with the title **“Join the conversation on Microsoft Teams.”**
2. Click **“Continue on this browser”** if you want to join using only your internet browser (no need to install anything). This is the recommended option for parents.
3. If you already have the Microsoft Teams app installed and prefer to use it, click **“Join on the Teams app.”**



Step 3 – Type your email address

A sign-in window will appear. You will use your own personal email here.

1. A sign-in window will appear with the title “**Sign in – Use your Microsoft account.**”
2. Click in the box that says “**Email or phone number**” and type your own personal email address (e.g., yourname@gmail.com or yourname@yahoo.com).
3. After typing the email address, click the **Next** button.



Note:

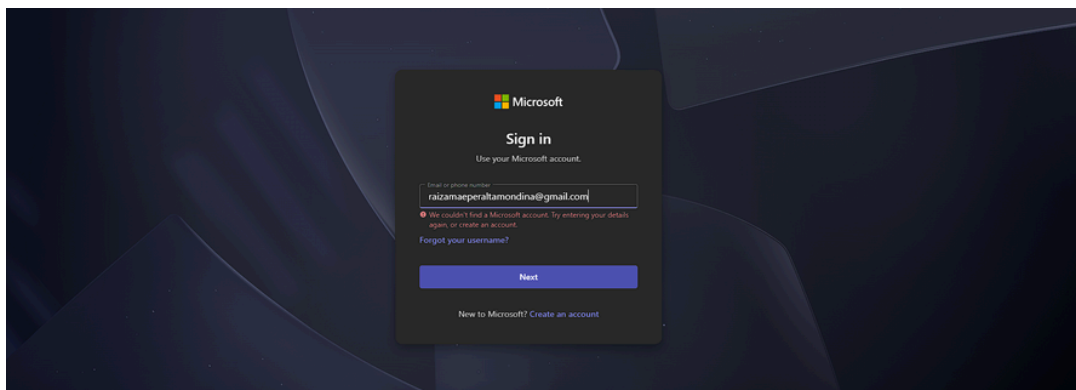


Important: Do NOT enter your child's school email here. This step is for your own personal email address (Gmail, Yahoo, Outlook, or any email you personally own).

Step 4 – If you don't have a Microsoft account

If a red message appears saying Microsoft cannot find your account, it simply means your personal email is not yet linked to a Microsoft account. This is easy to fix:

1. If a red message appears: “We couldn't find a Microsoft account with that email.” This is normal if it is your first time using Teams.
2. Look below the **Next** button and click “**Create an account.**”
3. Follow the instructions to create a free Microsoft account using your email address, then return to the meeting link and sign in with this new account.



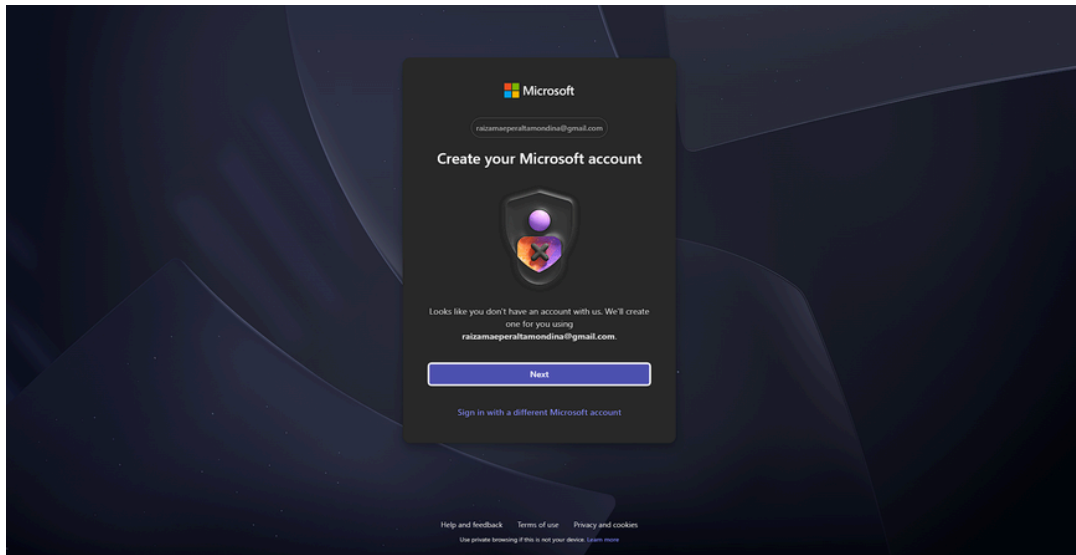
Guide for Parents: Join School Teams Chat



Step 5 – Confirm creating your Microsoft account

Microsoft will confirm it is creating an account linked to your personal email:

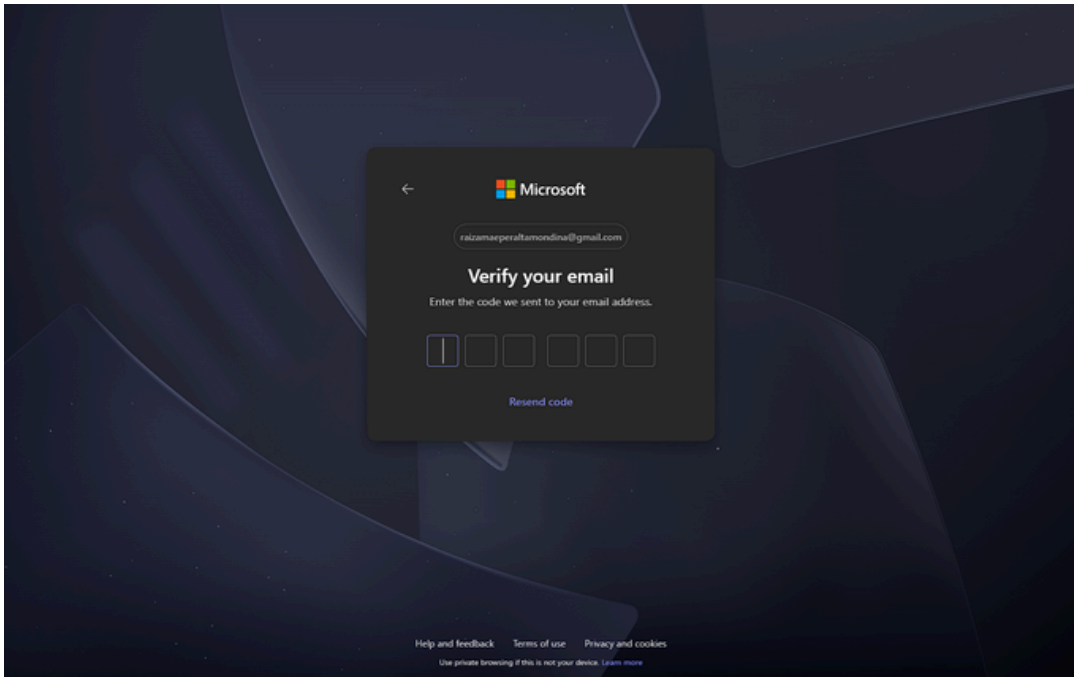
1. A message will appear saying “**Create your Microsoft account**” and show your email address at the top.
2. Check that the email address is correct.
3. Click the **Next** button to continue and set a password for your new Microsoft account.



Step 6 – Verify your email address

Microsoft will send a security code to confirm your personal email address:

1. A window will appear that says **“Verify your email.”**
2. Open your email inbox and look for a new message from Microsoft with a security code.
3. Type the **code** from that email into the boxes on the screen.
4. If you do not receive the email after a few minutes, click **“Resend code.”**

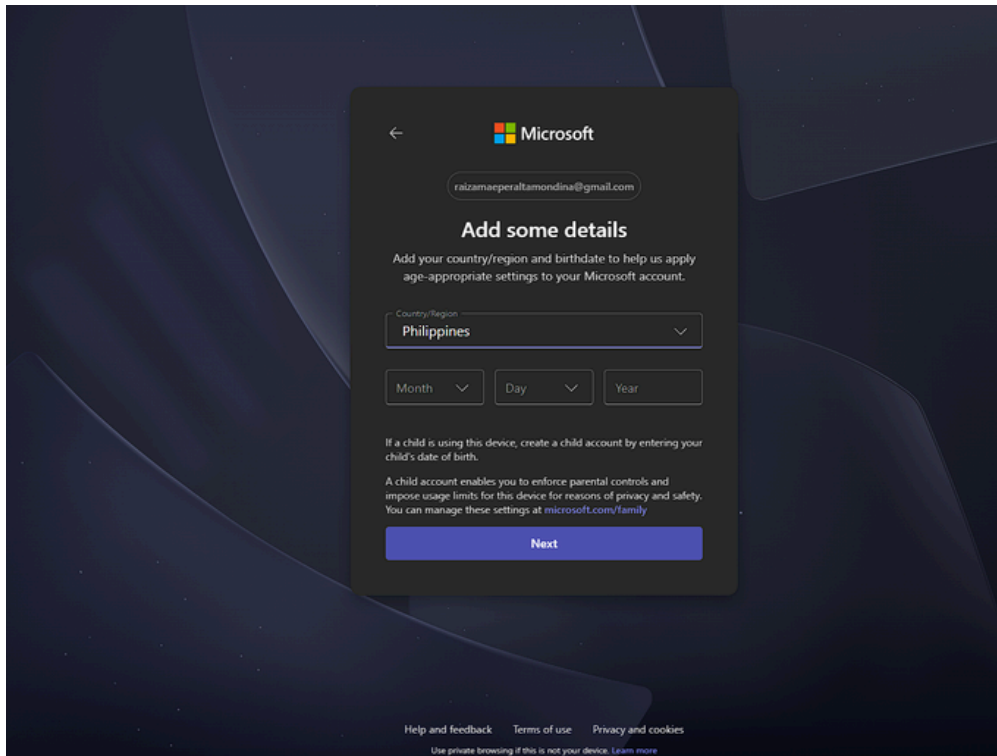




Step 7 – Add your birthdate and select your country

Microsoft will ask for a few more personal details to complete your account:

1. A page will appear asking to “**Add some details to your account.**”
2. Select your **country**.
3. Choose your **birthdate** from the month, day, and year dropdowns.
4. Click **Next**.



Guide for Parents: Join School Teams Chat



Step 8 – Add your name

Enter your own name as the parent or guardian:

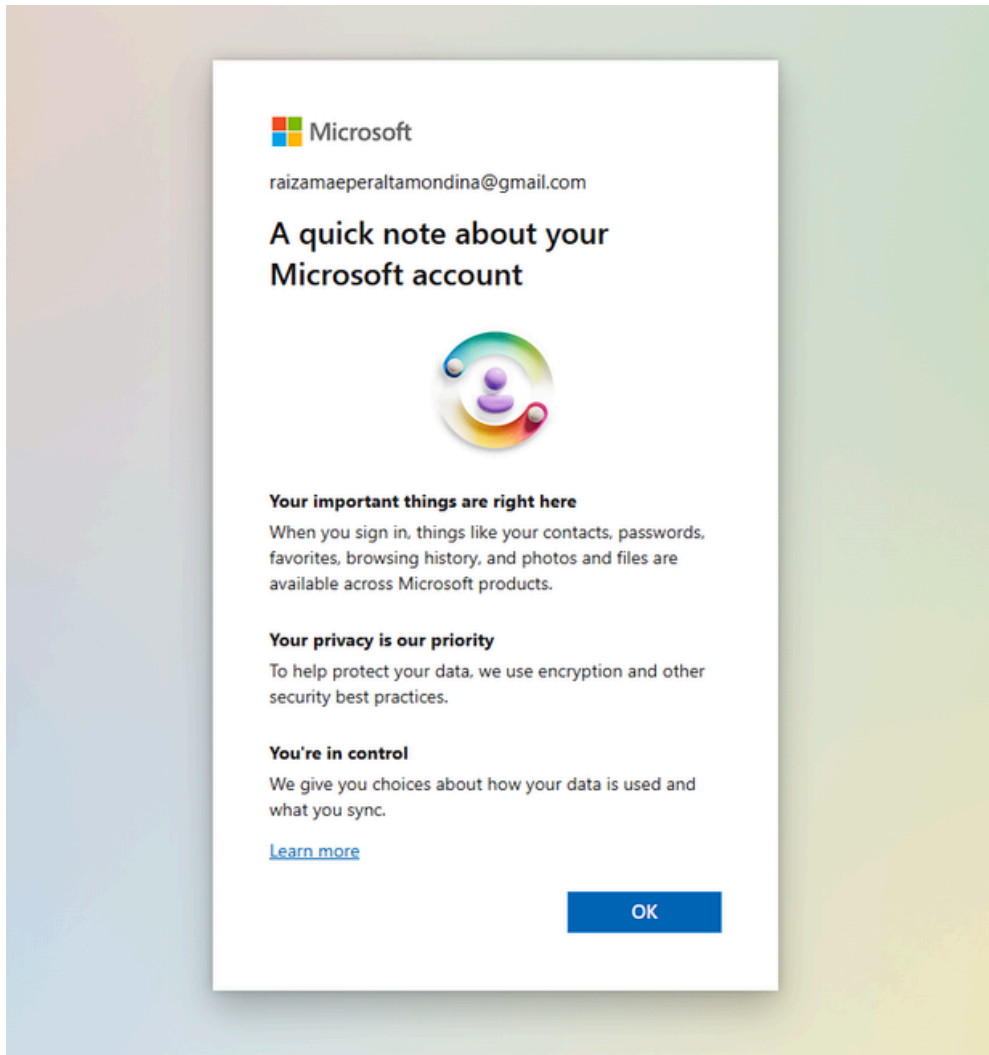
1. A page will appear saying “**Add your name.**”
2. Type your **first name** in the first box (e.g., “Raiza”).
3. Type your **last name** in the second box (e.g., “Mondina”).
4. Leave the checkbox unchecked if you do not want emails about products and offers.
5. Click **Next** to agree to the terms and finish creating your account.

A screenshot of the Microsoft account setup screen titled "Add your name". The screen shows the Microsoft logo at the top, followed by the email address "raizamaeperaltamondina@gmail.com". Below this is the heading "Add your name" and the instruction "Add your name to your Microsoft account." There are two input fields: "First name" with "Raiza" entered and "Last name" with "Mondina" entered. A checkbox is present with the text "I would like information, tips, and offers about Microsoft products and services." and it is unchecked. At the bottom, there is a line of text: "By selecting Next, I agree to the Microsoft Services Agreement and Privacy Statement." and a blue "Next" button.

Step 9 – Review the welcome message

Microsoft will show a short message about your new account:

1. A popup will appear titled “A quick note about your Microsoft account.”
2. Read the short message about privacy and security (it shows your email at the top).
3. Click **OK** to close the popup and continue to the Teams meeting.



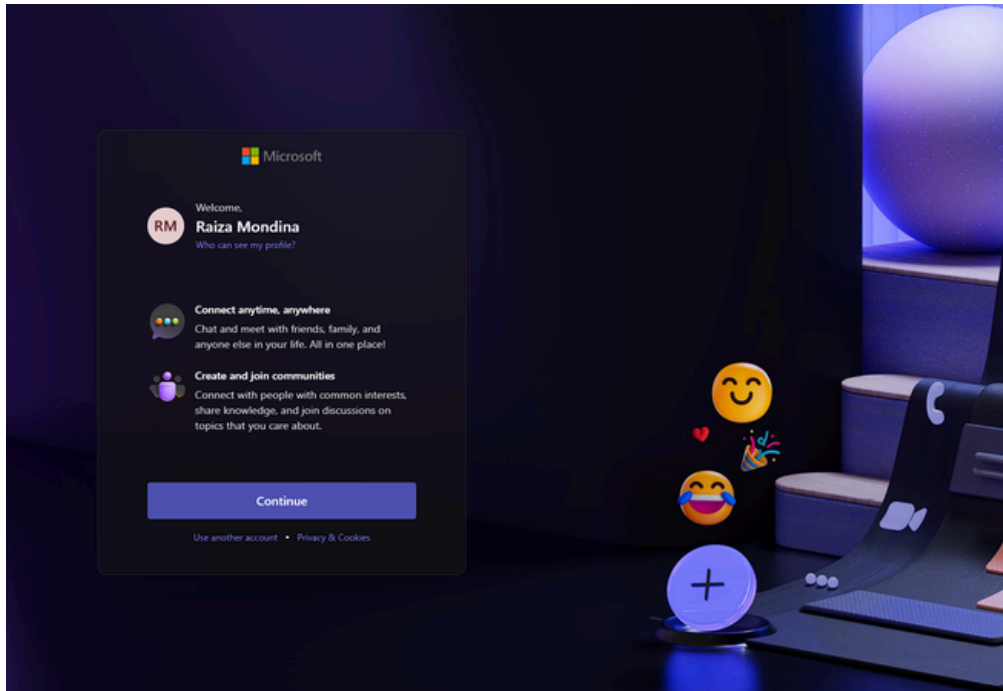
Guide for Parents: Join School Teams Chat



Step 10 – Skip the welcome screen and join the meeting

You are almost in! One final step:

1. You will see the Microsoft Teams welcome screen with options like “Chat with friends” and your name at the top.
2. Click the “**Continue**” button (usually blue at the bottom).
3. This will take you directly to the school meeting or class you were joining.



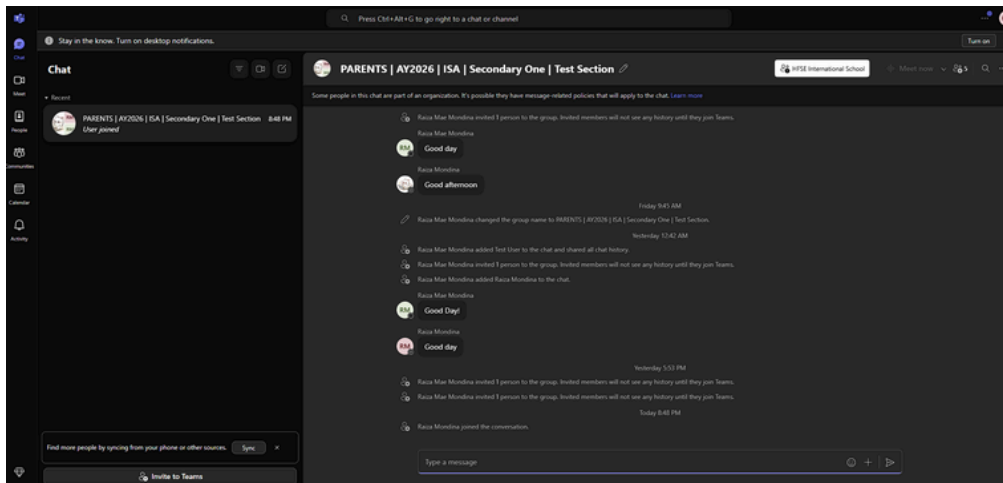
Guide for Parents: Join School Teams Chat



Step 11 – You're done! Welcome to the parents group

Congratulations – you have successfully joined the school's Microsoft Teams parent group chat!

1. You will now see the group chat for parents (like “PARENTS (Section A)” or similar).
2. Your name will appear on the left side, and you can see messages from the teacher and other parents.
3. Success! You have successfully joined the school’s Teams group. You can now chat, receive updates, and join online classes.



Additional Resources

- Video Tutorial (2 min): [Join Teams as Guest](#)
- Official Microsoft Guide: [Join a Teams Meeting](#)

For assistance, Contact HFSE IT Support - *Email: support@hfse.edu.sg*