Technology Services Department
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# USING TEAMS FOR PARENT COMMUNICATION

Created By: Technology Services

Summary: Create a parent communication Team and then add unique channels for individual communications.

1. Launch **Teams** from the start menu or login to **Teams**
2. Navigate to the **Teams Icon** on the left of the application.
3. Click **Join or Create Team** in the top right corner of the application.
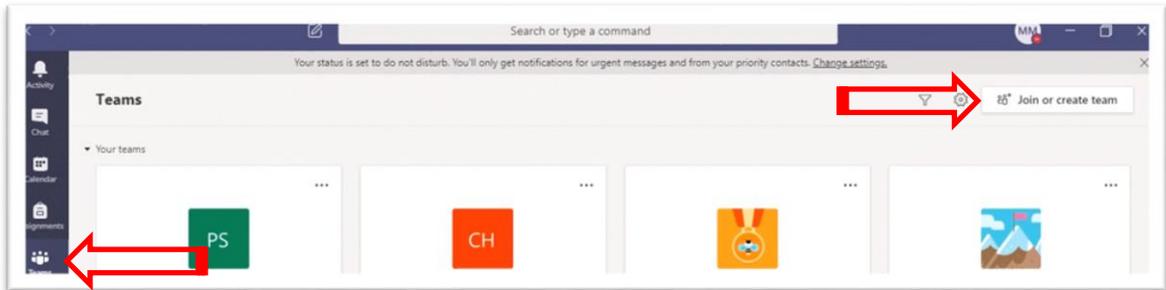
4. Select **Create Team**
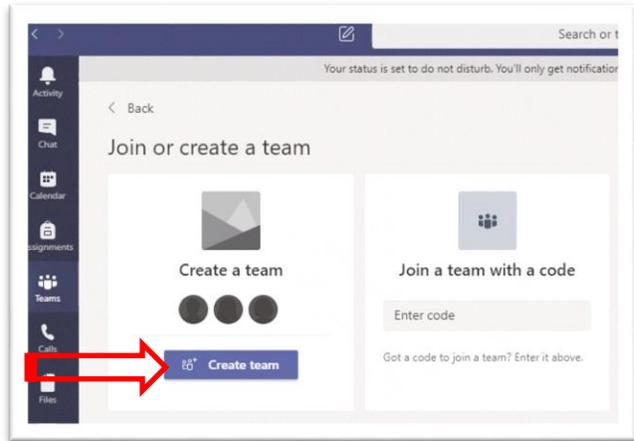
5. Select a team type: **Staff**

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6. **Name** the team after a desired grouping.
7. Ensure team is **Private**
8. Select **Next**
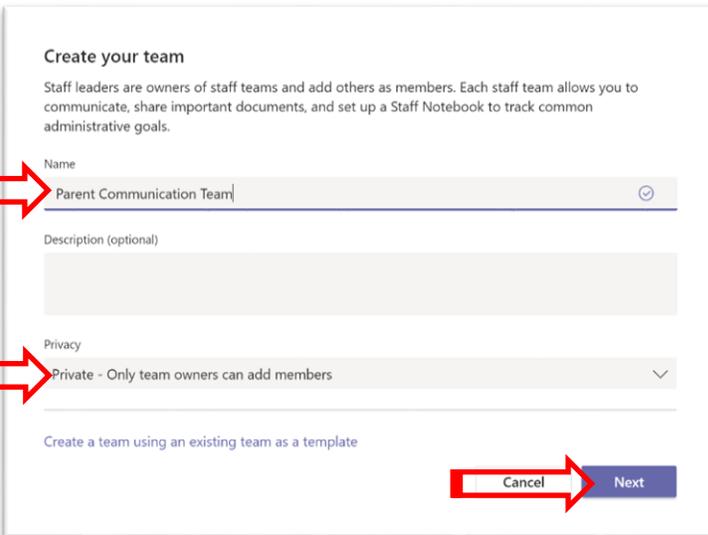
Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Parent Communication Team

Description (optional)

Privacy

Private - Only team owners can add members

Create a team using an existing team as a template

Cancel   Next

9. Type the **parents email address**
10. Select **Add "parents email address" as a guest**
11. Click the **pencil icon** beside of the guest email address to add a name.
12. Enter the **name of the parent**.
13. Click the **check mark**.
14. Repeat the process for additional parents.
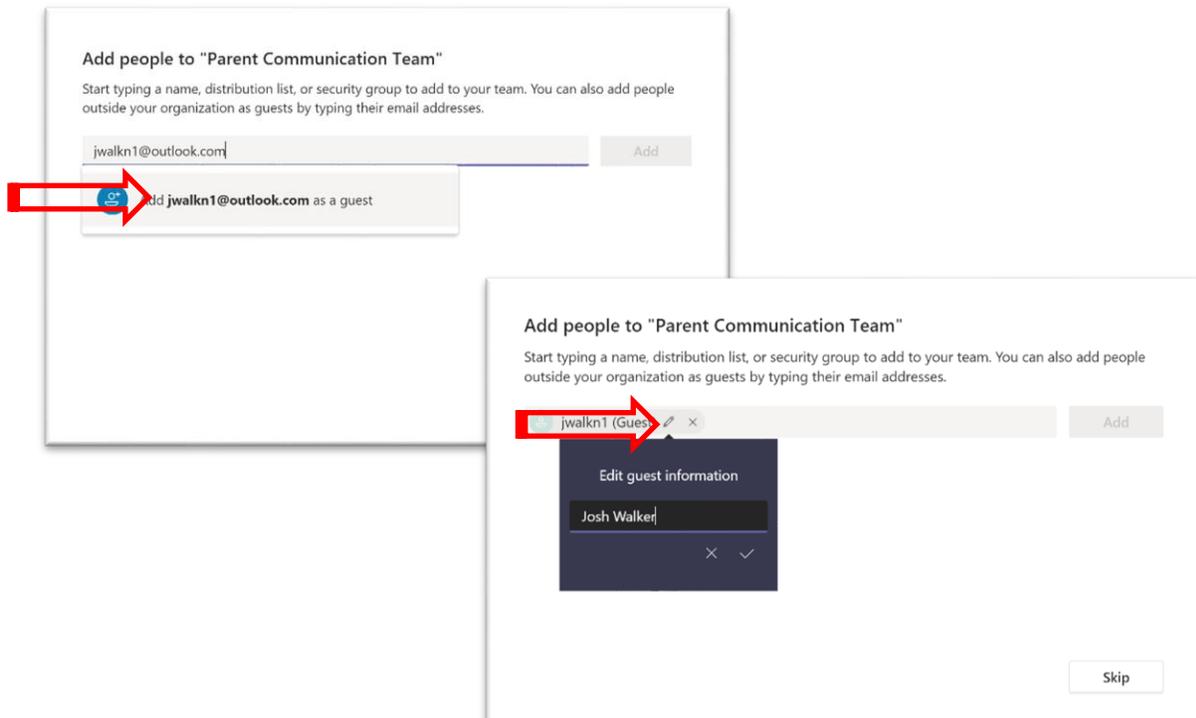
Add people to "Parent Communication Team"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

jwalkn1@outlook.com   Add

Add **jwalkn1@outlook.com** as a guest

Add people to "Parent Communication Team"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

jwalkn1 (Gues   ✎ ✕   Add

Edit guest information

Josh Walker

✕   ✓

Skip

15. When all addresses have been entered, select Add
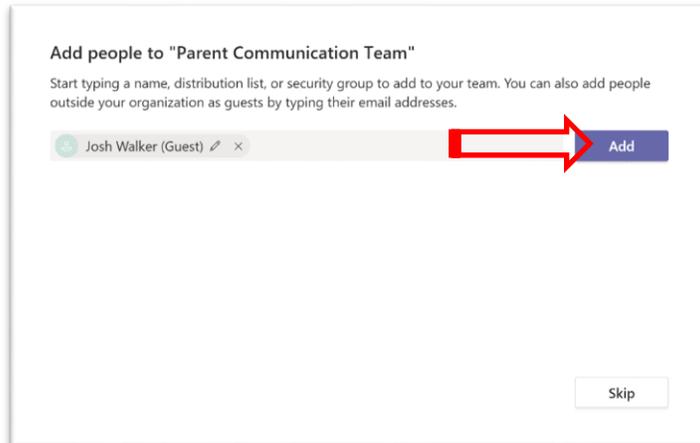
16. Select **Close**
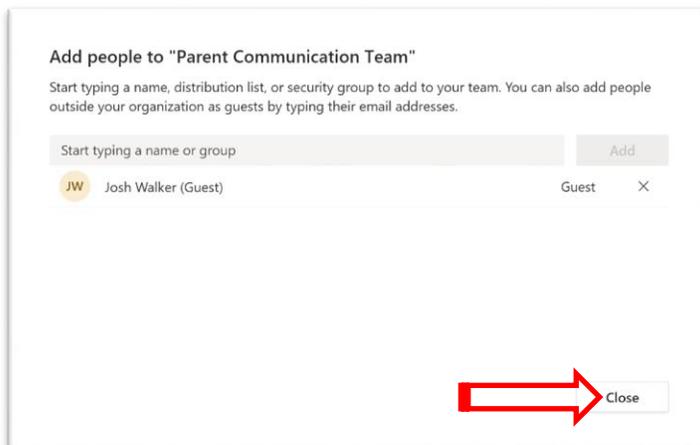
17. The team is now created.
18. All members of the team will see communications posted to the **General** channel
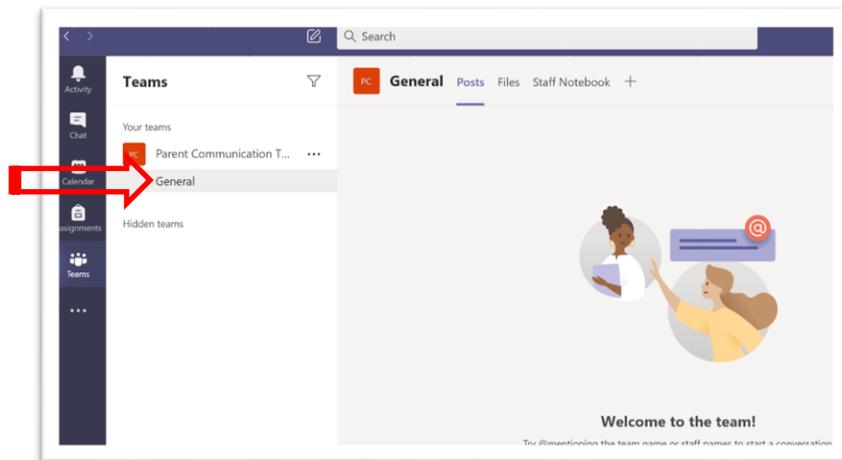
19. **Calendar** invites can now be created and parents targeted as a recipient for the meeting.
20. Click **+New meeting**
21. Click **Schedule meeting**
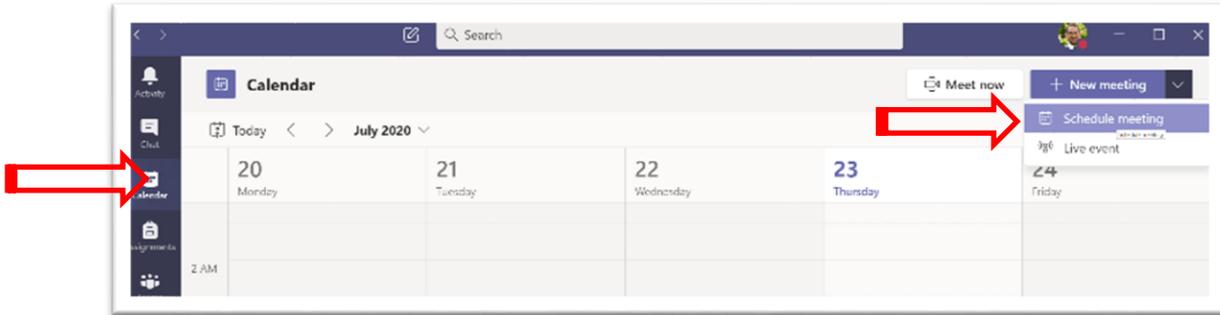
22. Complete the New Meeting

- Edit the **name**
- Type your **parent email** or **name that you specified in step 12**
- Set the **date and time**
- Add any **details** you wish
- Click **Send**
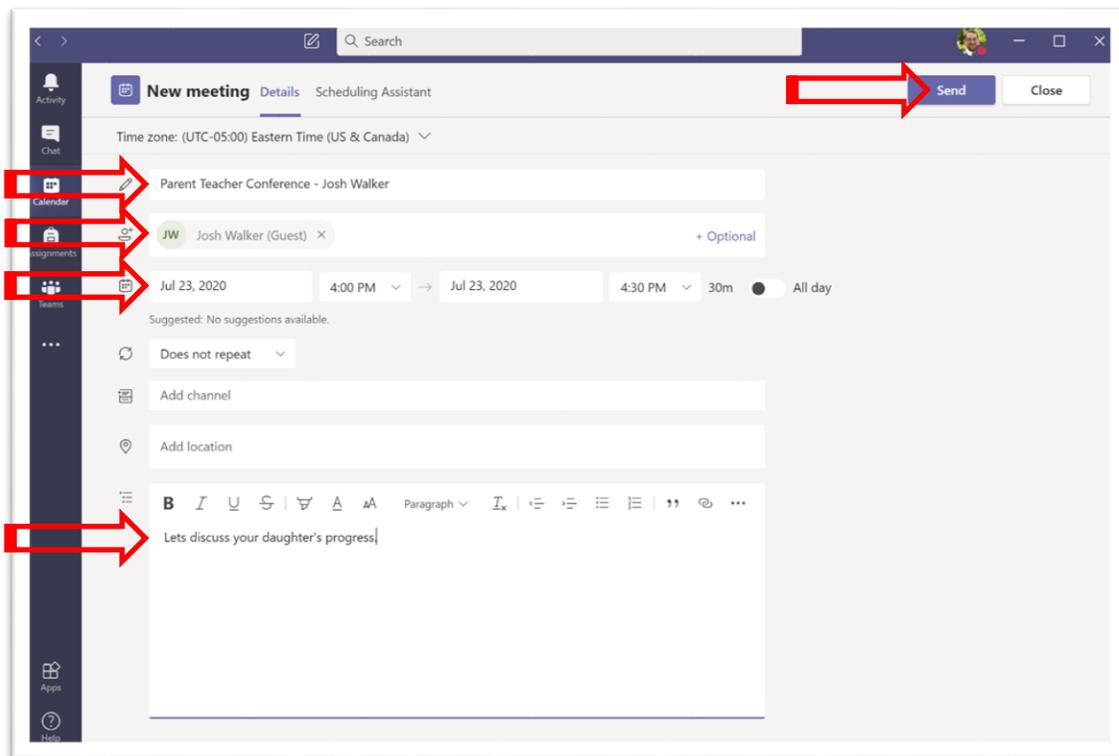
23. Parents will receive an email in their inbox.
24. They will need to RSVP to the meeting invitation. Below is a picture of the parent's inbox.
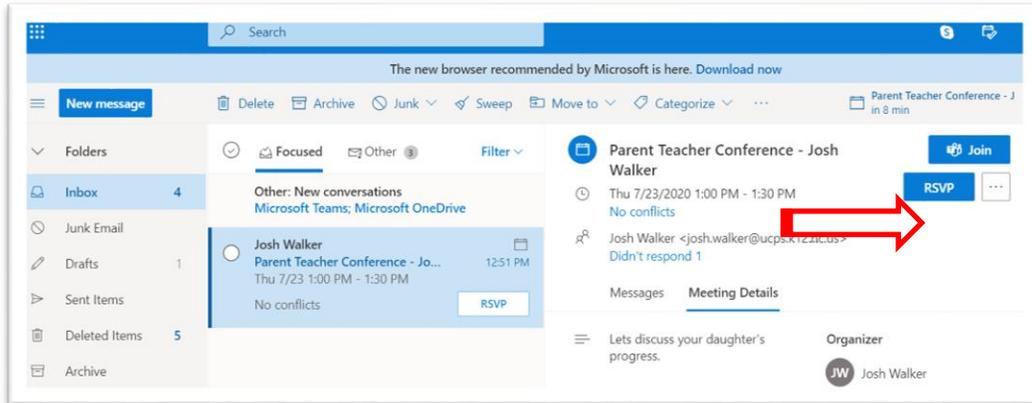
25. Attendance status will change to **Accepted** if they RSVP yes.
26. Attend the meeting by clicking **Join** at the appropriate time.

27. Click **Join now**

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