## USING TEAMS FOR PARENT COMMUNICATION

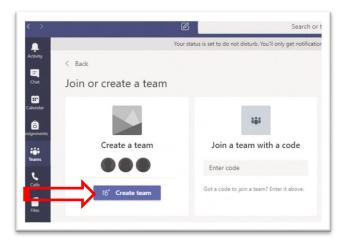
Created By: Technology Services

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

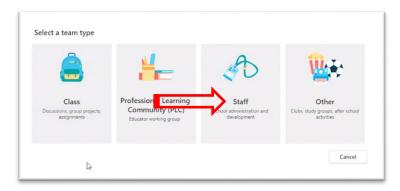
- 1. Launch Teams from the start menu or login to Teams
- 2. Navigate to the **Teams Icon** on the left of the application.
- 3. Click Join or Create Team in the top right corner of the application.



4. Select Create Team



5. Select a team type: Staff





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

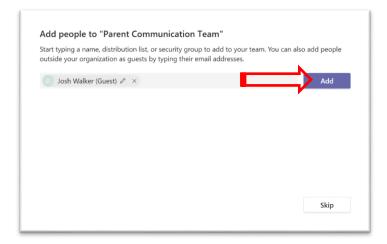
	Create your team			
	Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.			
	Name			
_	Parent Communication Team	$\odot$		
	Description (optional)			
	Privacy			
_	Private - Only team owners can add members	$\sim$		
	Create a team using an existing team as a template	Nevt		
	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.

	o vour team. You can also add peopl
outside your organization as guests by typing their email addre	
jwalkn1 (Guess 🦉 🗡	Add
Edit guest information	
Josh Walker	
× ×	
	jwalkn1 (Gues & ×) Edit guest information Josh Walker



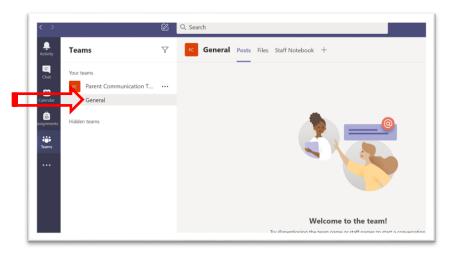
15. When all addresses have been entered, select Add



## 16. Select Close

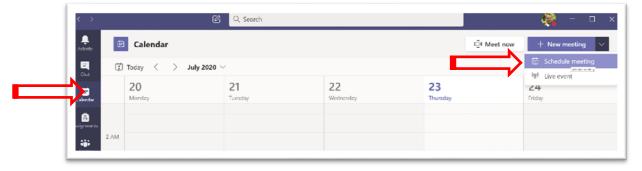
	t typing a name, distribution list, or security group to add to your team. You can als side your organization as guests by typing their email addresses.					
Start typing	a name or group					
JW Josh	Walker (Guest)		Guest	×		

- 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

$\langle \rangle$	C Q Search	؋ – o ×
Activity	New meeting Details Scheduling Assistant	Close
Chat	Time zone: (UTC-05:00) Eastern Time (US & Canada) ∨	
Calendar	Parent Teacher Conference - Josh Walker	
essignments	JW Josh Walker (Guest) × + Optional	
tiii Teams	Dul 23, 2020 4:00 PM ∨ → Jul 23, 2020 4:30 PM ∨ 30m ● All day	
	Suggested: No suggestions available.	
	Image: Add channel	
	Add location	
	$\blacksquare$ <b>B</b> $I \cup \ominus    arrow A$ A Paragraph $\checkmark$ $I_{\star}   \leftarrow \rightarrow \equiv \equiv \equiv   : ? $ $\circledast$	
	Lets discuss your daughter's progress	
? Help		



- 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.

			, Search			S 🗟
			The new brows	er recommer	nded by M	icrosoft is here. Download now
=	New message		📋 Delete 🔄 Archive 🚫 Junk 🗠 🚿	Sweep 🗈	Move to	✓ Ø Categorize ✓ ···
~	Folders		🔄 🚔 Focused 🖾 Other 🛞	Filter ~	0	Parent Teacher Conference - Josh 🛛 👘 Join Walker
2	Inbox	4	Other: New conversations Microsoft Teams; Microsoft OneDrive		Ŀ	Thu 7/23/2020 1:00 PM - 1:30 PM RSVP
0	Junk Email Drafts	1	Josh Walker Parent Teacher Conference - Jo Thu 7/23 1:00 PM - 1:30 PM	12:51 PM	R	Josh Walker <josh.walker@ucps.k1220cus> Didn't respond 1</josh.walker@ucps.k1220cus>
≥	Sent Items		No conflicts	RSVP	Messages Meeting Details	Messages Meeting Details
Î	Deleted Items	5			=	Lets discuss your daughter's Organizer progress.
=	Archive					Josh Walker

- 25. Attendance status will change to **Accepted** if they RSVP yes.
- 26. Attend the meeting by clicking **Join** at the appropriate time.

Ē	Parent Teacher Conf	erence - Josh Walker Chat Files	Details Scheduling Assistant 2 m	Join Close
×c	ancel meeting Time zo	ne: (UTC-05:00) Eastern Time (US & Canada)	$\checkmark$ Meeting options	Tracking
0	Parent Teacher Conference	e - Josh Walker		Josh Walker Organizer
Q_	Josh Walker ×		+ Openar	Josh Walker Accepted
Ē	Jul 23, 2020	4:00 PM $\sim$ $\rightarrow$ Jul 23, 2020	4:30 PM \vee 30m 🌑 All day	

27. Click Join now

