

Conducting Meetings Remotely

Support for Conducting Meetings with Families Remotely

In this document please find information on:

- [Options for Meeting Remotely](#)
- [Translators](#)
- [General Meeting Etiquette](#)

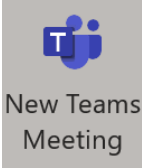
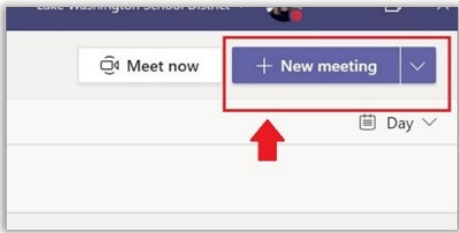
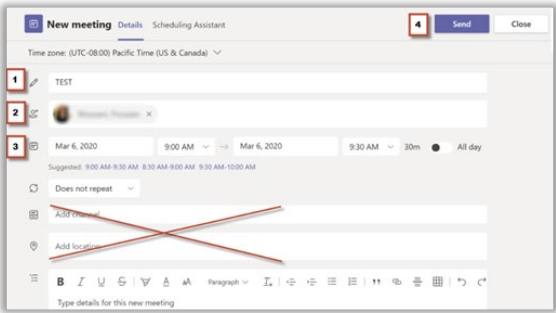
Meeting Options:

Method	Important Information	Tips & How-To Supports
Microsoft Teams	<p>Best for:</p> <ul style="list-style-type: none">• Families who have reliable computer and internet access <p>Pros:</p> <ul style="list-style-type: none">• Ease of access, can share screen/windows, video options and shared notes section <p>Considerations:</p> <ul style="list-style-type: none">• Families who cannot reliably access online tools	<p>Tips:</p> <ul style="list-style-type: none">• Invite from your Outlook Calendar <p>How-To Supports</p> <ul style="list-style-type: none">• How to invite and schedule a meeting in Teams• General information on conducting a meeting in Teams
Skype for Business	<p>Best for:</p> <ul style="list-style-type: none">• Families who need to call into the meeting <p>Pros:</p> <ul style="list-style-type: none">• Flexible options for many folks to join in, by phone or online, still offers digital tools like shared notes and shared screens <p>Considerations:</p> <ul style="list-style-type: none">• If using a call-in translator, this may be the best choice	<p>Tips:</p> <ul style="list-style-type: none">• Invite from your Outlook Calendar <p>How-To Supports</p> <ul style="list-style-type: none">• How to invite and schedule a Skype Meeting• Joining Skype by Phone• General information on conducting a meeting in Skype
Conference Call	<p>Best for:</p> <ul style="list-style-type: none">• Families who need to call into the meeting <p>Pros:</p> <ul style="list-style-type: none">• Ease and familiarity for some folks <p>Considerations:</p> <ul style="list-style-type: none">• Not all phones will have the same capabilities and experiences.• May not work as well for larger groups of folks	<p>Tips:</p> <ul style="list-style-type: none">• Use *67 to block your number <p>How-To Supports</p> <ul style="list-style-type: none">• Will depend on your phone and carrier.

Microsoft Teams

How to invite non-LWSD folks to a meeting in Teams

Part 1: Scheduling Teams Meeting

<p>From your Outlook Calendar, select New Teams Meeting to create a digital meeting.</p> <p>A new Skype invitation will pop-up. Please note the automatic links and phone numbers provided in the body of the invitation. These are unique to your meeting.</p> <p>Fill out all details and add attendees as you typically would in Outlook.</p>	 A grey button with the Teams logo and the text "New Teams Meeting".
<p><i>Or from your Teams App you can...</i></p> <p>Open your Teams desktop app and click on the Calendar icon on the left side of your Teams screen.</p> <p>Next click the New Meeting button in the top right corner of your screen.</p>	 A screenshot of the Microsoft Teams desktop app interface. The "Calendar" icon is selected on the left sidebar. In the top right corner, the "New meeting" button is highlighted with a red box, and a red arrow points to it.
<p>When entering your required meeting attendees, enter the non-LWSD email address of the attendee and they will be added the same as an LWSD staff member. It may say (Guest) after their name. This will not affect their attendance.</p> <p>Since this is a video meeting you do not need to enter a channel or room location.</p> <p>Once you have entered all the meeting information, click Send in the top right corner. The meeting invite will be sent to the recipient via email as a calendar invite.</p> <p>*Works best in Chrome or Edge</p>	 A screenshot of the "New meeting" form in the Teams app. The form includes fields for title, attendees, date, time, and duration. A red 'X' is drawn over the "Add channel" and "Add location" fields, indicating they are not required. The "Send" button is highlighted with a red box in the top right corner.

Sample language for your meeting invites to families for Teams

Thank you for meeting. To join this meeting please:

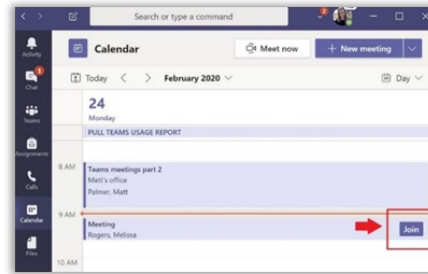
- Click on the bold & underlined **Join Microsoft Teams Meeting** link below.
- Please be sure the link opens in Google Chrome or Microsoft Edge.
 - If it does not, you can right click on link and choose **Copy Link** and then paste it in either **Google Chrome** or **Microsoft Edge**.
- Once the link opens, select **Join on the Web Instead**.
- Please be sure to click **Allow** when asked to access your computers mic and video.

Please reach out if you have any questions or concerns. We look forward to meeting with you!

Part 2: Starting the Teams Meeting

When it is time to start the meeting, either:

- Open the event in your Outlook Calendar and click on the **Join Microsoft Teams Meeting** link
- go to your **Calendar in Teams** and click on the **Join** button.

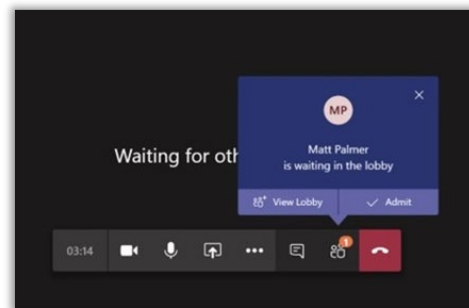


[Join Microsoft Teams Meeting](#)

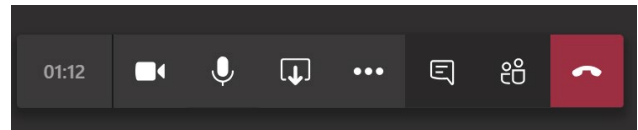
[Learn more about Teams](#) | [Meeting options](#)

Teams will tell you when the person you invited is 'in the lobby' and waiting to join.

Click on the **Admit** button to allow them to join the call.

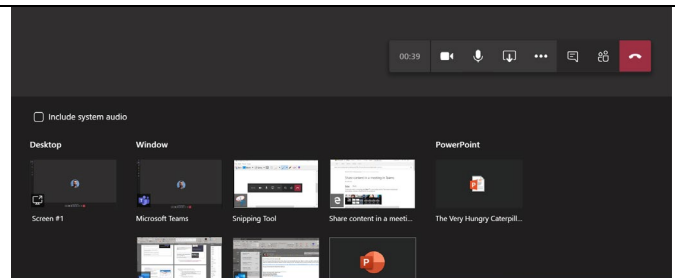


From your meeting controls, you can share your screen, take shared notes, and manage the chat window.



You can share your desktop or just a select window with the meeting participants.

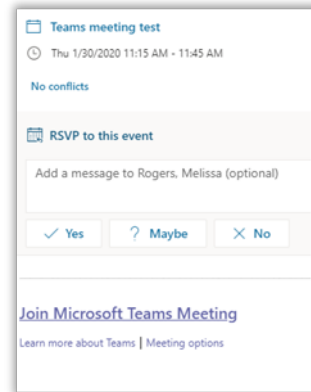
Tip: Open all relevant windows prior to starting meeting.



Part 3: The Family/Attendee View on Teams

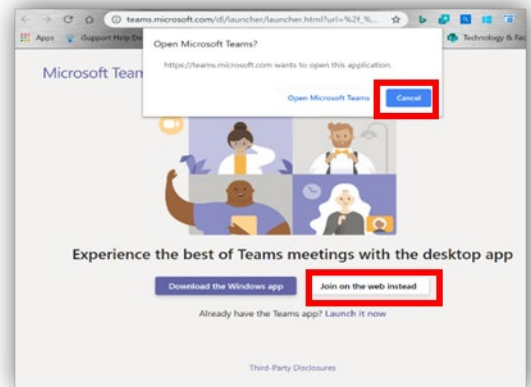
The non-LWSD attendee will receive a meeting invitation by email from Teams. They do not need to install Teams to participate. When it is time to join the meeting, they just need to click the **Join Microsoft Teams Meeting** link in the email.

Note: If link opens wrong browser, user can right click on link and choose copy link and then paste it in either **Google Chrome** or **Microsoft Edge**.

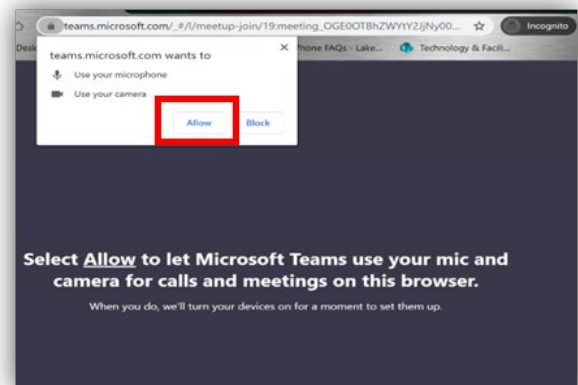


Once the attendee clicks to join the meeting, they will get a pop-up that asks if they would like to open Microsoft Teams. If they have a Teams already, they can choose to open it. Otherwise, they should click **Cancel**.

Next, they will be asked if they would like to download the Windows app (Teams) or join on the web. They can either choose to download Teams to their computer and access the meeting from the app or they can click **Join on the Web Instead** and join through the link.

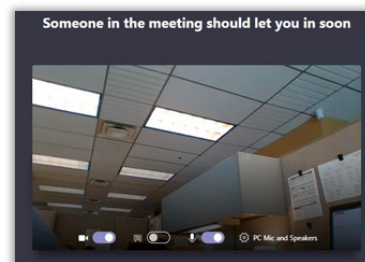


The attendee may be asked to allow Teams access to the microphone and camera on their device. They should click **Allow** and make sure that the correct devices are identified, turned on and not muted.



The attendee will be in a 'lobby' waiting until allowed to join the meeting. They will see a message that lets them know they will be added shortly.

Once you let them into the meeting, you will see and hear each other and may start the interview.



General Information on conducting a meeting in Teams

- Use this link to learn more about Teams: <https://support.office.com/en-us/article/meetings-and-calls-d92432d5-dd0f-4d17-8f69-06096b6b48a8?ui=en-US&rs=en-US&ad=US>

Skype for Business

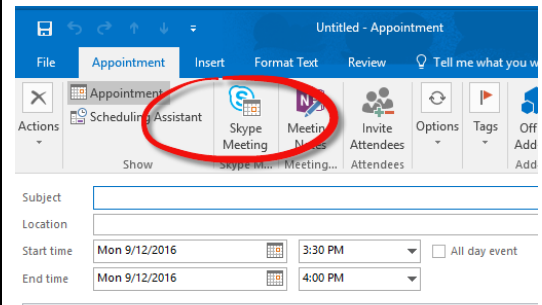
Scheduling Skype Meeting

Setting up the meeting invite

From your Outlook Calendar, select New Skype Meeting to create a digital meeting.

A new Skype invitation will pop-up. Please note the automatic links and phone numbers provided in the body of the invitation. These are unique to your meeting.

Fill out all details and add attendees as you typically would in Outlook.

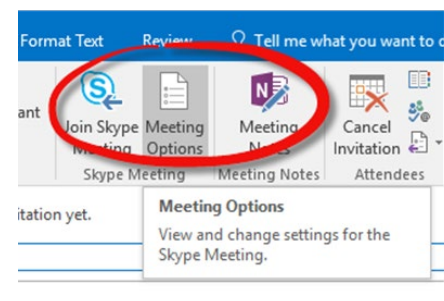


Meeting Options

You have the option to adjust the meeting room settings. Click on "Meeting Options" to adjust the settings.

If and when you make adjustments to the meeting options, the link for the online meeting room will change.

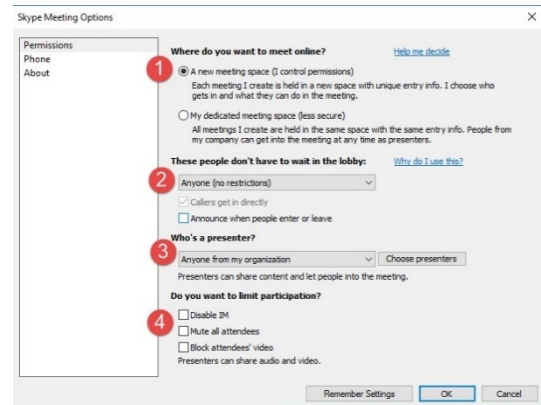
Make all necessary changes before sending the invite/link to avoid any issues



Setting up meeting permissions (Optional)

1. Choose "A new meeting space" so a unique space is generated for each family.
2. You can have attendees wait in a virtual lobby, until you are ready for them. "Anyone" is the easiest to manage.
3. You can decide who is automatically given the permission to present content and control the meeting.
4. You can choose limitations if wanted.

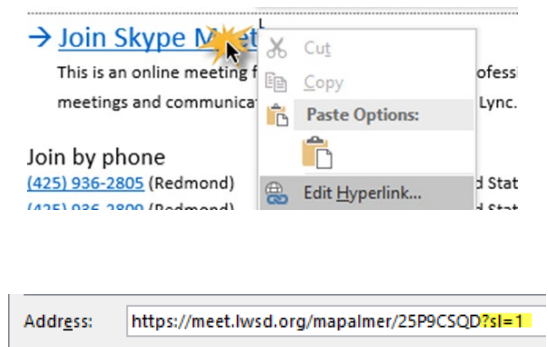
Once the settings are completed, send the invite to all those you want to attend.



Make it easier for folks to use Skype Web App

When sending a meeting request to families, it is easiest to use the Web App version. The following are instructions.

- Right click on "Join Skype Meeting" and select edit hyperlink"
- Add the following to the end of the hyperlink:
 - ?sl=1
- Note: your URL will be different



Sample language for your meeting invites to families for Skype

Thank you for meeting. To join this meeting there are two options below.

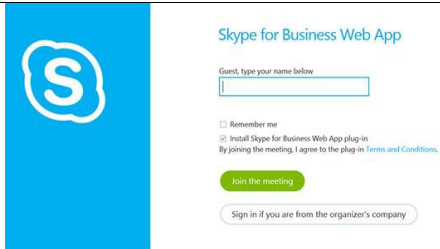
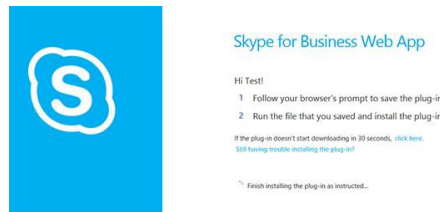
1. Join Online

- Click on the bold & underlined “Join Skype Meeting” link below. It will open a new window your browser and ask how you would like to join.
- Please select “Install and join with Skype Meetings App (web)”
- If this is your first-time using Skype, you may be prompted to install the Skype for Business Web App.

2. Join by Phone

- Please call the telephone number listed below.
- You will be prompted to put in the conference ID.

Please reach out if you have any questions or concerns. We look forward to meeting with you!

Accessing the Skype meeting Online	
<p><u>Open your Skype invitation</u></p> <p>Look for your invitation in your Outlook calendar or your email inbox. In your invitation, click on Join Skype Meeting.</p> <p>Please note the automatic links and phone numbers provided in the body of the invitation. These are unique to your meeting.</p>	<p>→ Join Skype Meeting</p> <p>This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.</p> <p>Join by phone</p> <p>(425) 936-2805 (Redmond) English (United States) (425) 936-2809 (Redmond) English (United States) Find a local number</p> <p>Conference ID: 123456 Forgot your dial-in PIN? Help</p>
<p><u>Guest Sign-On</u></p> <p>Have your families sign in as a guest.</p> <p>Enter a guest name and click Join the Meeting.</p>	
<p><u>Install Skype for Business Web App plug-in</u></p> <p>If you have not yet downloaded the Skype for Business Web App, you will be prompted to do so.</p> <p>Follow your web browser's instructions for downloading and installing the Skype for Business Web App plug-in.</p>	

Join Skype Meeting by Phone

Important Note: If you have families who will be connecting by phone, *you will need to call and provide them the phone number and the conference ID*. You will find the phone number and the conference ID in the body of your Skype invitation. Please also give our families a brief idea of how to call into the meeting. See below.

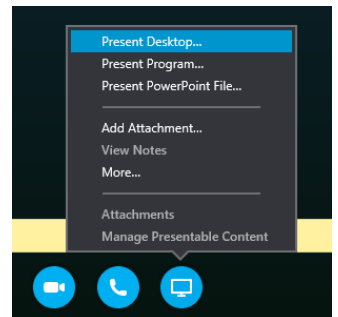
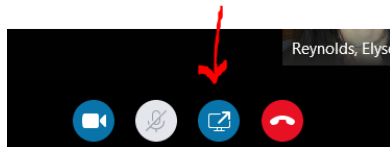
Steps to Call In

- Call Phone Number
- Enter conference ID followed by pound key #.
- Will ask if you are the leader- please ignore.
- If you have set up your meeting to allow folks to be admitted, it will prompt them to put in their number. You can guide them to simply ignore the prompts, until they hear:
 - “After the tone, please record name and press pound #.”
 - Team leader will admit you.
- Meeting Leader will be prompted to admit them.

General Information on conducting a meeting in Skype

Once in the meeting....

- Meeting Leader can “share” materials
 - Can share specific window
 - Can share notes!
 - Can share files in the chat window



Translators

Pacific Interpreters

Pacific Interpreters are over-the-phone interpreter service. Directions are below.

- Dial 1-800-272-7442
- Provide: Access Code 841561
- Select: Language
- Provide: Caller's full name and school name.
- Connect to an interpreter and document his/her name and ID#.
- Brief the interpreter and give any special instructions.

Dynamic Language

- <https://www.dynamiclanguage.com/contact-us/>
- (206) 244-6709

Language Connections

- Use Renton-based service
- www.lcradmin.com
- (425) 277-9045
- TLADMIN@LCRADMIN.COM

General Etiquette for Conducting Online Meetings

Technical Considerations

- Mute your microphone
 - Click on the icons for camera and microphone to turn them off or on
- Post questions to the meeting chat window so they can be answered during the meeting
- If you use your camera, be mindful of what it is showing.
- Do not record and please make it known this is not being recorded.

General Etiquette

- Please be sure families have an electronic draft copy of the IEP to review prior to the meeting
- Layout your meeting agenda and assign roles (e.g., notetaker, timekeeper, chat monitor)
- Introduce all attendees
- Introduce the new format and give a brief tour/guidance
- Be thoughtful about airtime
- Provide many opportunities for questions and feedback
- As people may not be able to see your face, be warm in your tone and affect.