



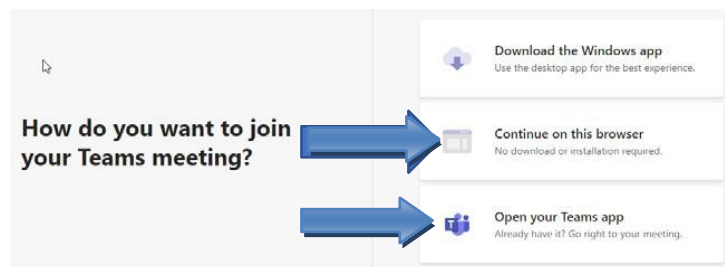
## Laptop Information Night for Year 7 Families - 2022 Technical Guide

Due to current COVID-19 restrictions in Victoria, we will be using Microsoft TEAMS to conduct the 2022 Laptop Information Night. Before we hold this session, families will be given the chance to practice and test their cameras and microphones to check that everything is working correctly.

The laptop information night will be held on TEAMS at 6pm on Tuesday 17<sup>th</sup> August 2021.

The information night is designed to inform parents about the managed laptop program which is the expected laptop pathway for all new year 7 students at MGC. You'll hear from Wendy Keen, the STEAM Leader, Anthony Keen, the IT Manager and a student who has experience with the managed laptop program.

- 1) Prior to the meeting, we encourage you to check that your camera and microphone is working. We recommend using this website: <https://webcammictest.com/>. Go to the website, then click on Check Webcam. Once you can see that your Webcam is working, test your microphone by clicking on Microphone (at the top of the website), then Check Microphone. It will allow you to record your voice and play it back to you. Please note: The website may ask permission to access your Webcam and Audio, which you will need to allow in order to run this test successfully.
- 2) On the 17<sup>th</sup> of August, please [click here](#) to join our TEAM practice session.
- 3) After clicking on the link, you will be taken to a page that asks if you want to download TEAMS. We would prefer you open in the browser, and not the TEAMS app.





In the image above, you can see me and my name (excuse my messy desk!), plus, you can see the video and microphone switches are turned on:

If you try and join before the session has started, you can expect to see this message:

**When the meeting starts, we'll let people know you're waiting.**

If you're the organizer or the invite came from your work or school, please [sign in](#).

We will be notified that there are people waiting to join the session. Once we start it, you will automatically be let in.

### Frequently Asked Questions

*I use TEAMS at work, can I use my company account?*

If you do, your company name or your actual name will come up as the person attending the meeting. This is not ideal as we'd like you to use the browser version where you can enter in your child's name.

*When I use the browser, it automatically logs me into my Microsoft Account with my name already set.*

You can log off your Microsoft Account prior to the meeting, head for <https://login.microsoft.com> and log off

*I can't join the room, there is a message about the meeting not having started yet*

This means that we have not started the meeting yet! Wait there, because when the meeting starts, you'll be let in automatically.

*Any questions or problems?*

Please do not hesitate to contact Anthony, the IT Manager, with any questions you may have about this or anything else IT related at MGC. Contact is via email ONLY on [anthony.keen@mgc.vic.edu.au](mailto:anthony.keen@mgc.vic.edu.au)