



**MOUNT ST. JOSEPH
GIRLS' COLLEGE**
Virtue Courage



Online Parent Teacher Interviews

Microsoft Teams



ONLINE PARENT TEACHER INTERVIEWS

Prerequisites

1. Make sure you have a device with an internet connection, a microphone, and a camera. You can join the meeting on your computer, tablet, or smartphone.
2. If you are using a smartphone or tablet, ensure you have downloaded the Microsoft Teams app.

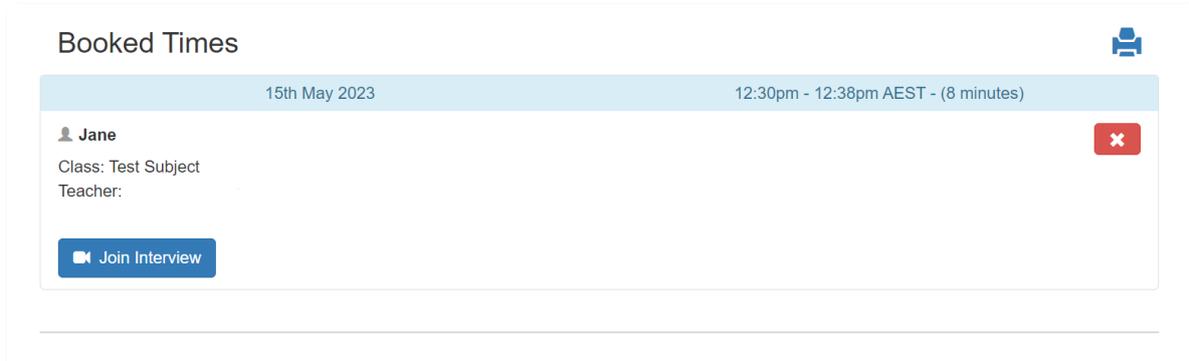
Steps

1. If you are joining on a computer:

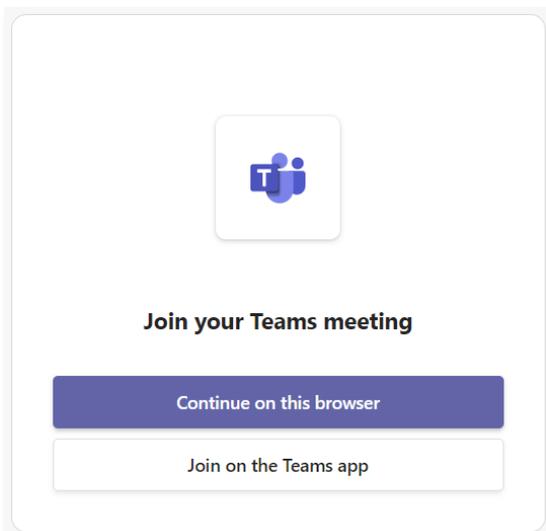
- a. Go to PAM (<https://pam.msj.vic.edu.au>) and go to Parent Teacher Interviews.



- b. Under **Booked Times**, click '**Join Interview**' to open the meeting.



- c. The link will open in a web browser. Click '**Continue on this browser**'.



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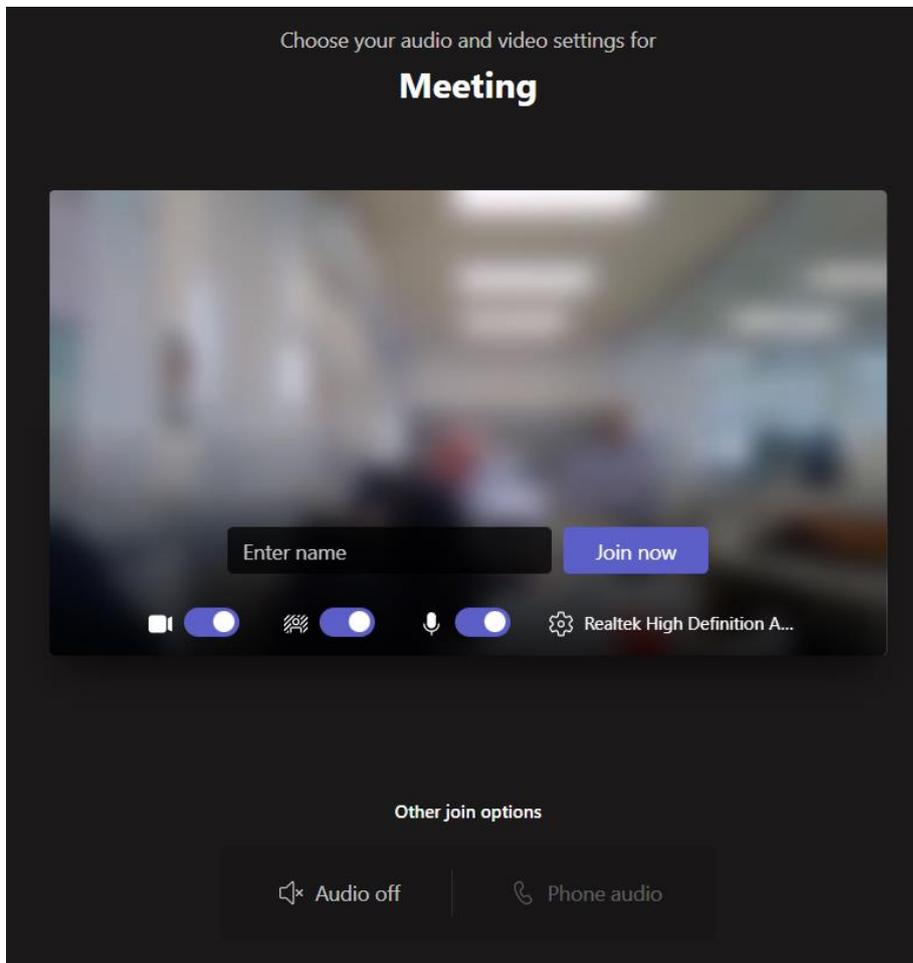
- d. You may receive a prompt to allow access to your camera and microphone. Follow the prompts to allow this access.

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.



- e. You will be presented with the following screen:

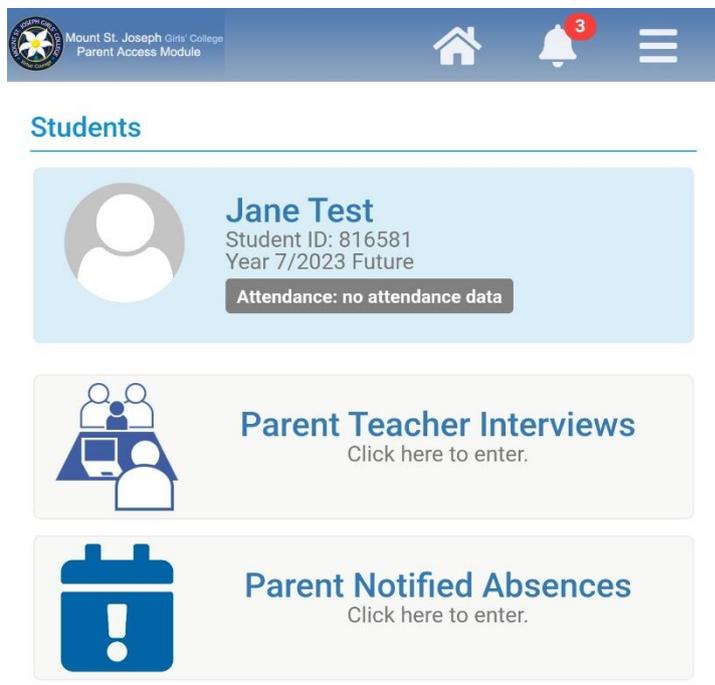


- f. Enter your full name in the box so that staff can identify you and toggle your camera and microphone on as desired.
- g. When you join, you will be placed in a waiting room. Please wait for the teacher to admit you at your booked time slot.

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2. If you are joining from a smartphone or tablet:

- Ensure you have the Teams app. You can download this from the Google Play Store (for Android devices) or the App Store (for iOS devices).
- Sign into PAM (<https://pam.msj.vic.edu.au>) and press **Parent Teacher Interviews**.



- Go to the **Booked Times** tab, and click **'Join Interview'** beneath a booked time.



- Click **'Join Interview'** open the app and join the meeting. The Teams app will launch.
- Select **'Join as a guest'** and enter your full name in the box so that staff can identify you and toggle your camera and microphone on as desired.
- When you join, you will be placed in a waiting room. Please wait for the teacher to admit you at your booked time slot.

Educating Today, Shaping Tomorrow



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