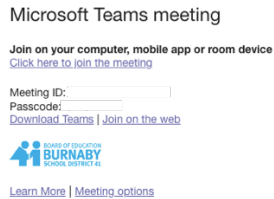


# Joining Central's PAC Meeting on TEAMS

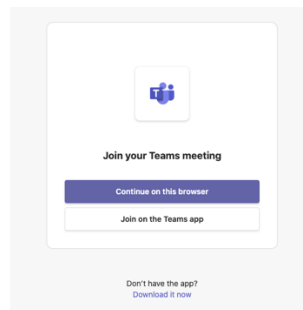
Burnaby Central's PAC Meetings will be hosted on the first Monday of every school month (unless otherwise noted) online via Microsoft TEAMS. This is the same platform your children use in class, and you do not have to have your own account to access the meeting.

Each month, on the school website, there will be a link to the meeting that you can click to join the meeting at 7PM. If you are a member of the Executive, your email address will be added to the required attendees list.

If you receive the email, you will see the option to click a link, or join using a Meeting ID (similar to on ZOOM).

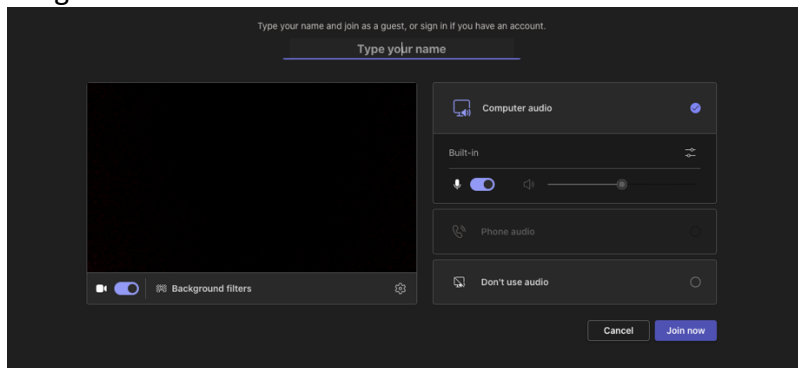


Once you click the link, you will be prompted to open the meeting in the TEAMS App, or you can continue to join with your web browser.



Continuing with your browser, it will ask you to give Microsoft TEAMS permission to access to your computer's camera and microphone, so you can participate in the meeting.

Your next step is to make sure you state your name (preferably First & Last) so Executive members can identify who is attending the meeting.



Then, simply click JOIN NOW, and remember, especially if you are joining **after** the meeting has started, make sure your microphone is muted when you enter the meeting.