

# Virtual Disco - MS Teams Instructions

Welcome to Dishforth School's end of term virtual disco, please follow this guide to get logged in and ready to party.

1. The party will be hosted on MS Teams – This link <https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software> will take you to the MS Teams platform where you can sign up (Signing up is not a requirement as you will be able to access the party through a webportal on the night)
2. You will need an **internet connected device** with speaker and webcam.. make sure it has plenty of power to stay on for approx 1hr

**3. \*\*PARTY LINK\*\* Click on the Teams link at 5.50pm to have chance to check your settings**

**PARTY LINK –** <https://teams.live.com/meet/94866246301294>

4. The link will either open up a webportal into Teams (or if you have the app installed it will open up the app).

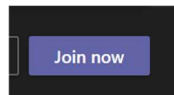
5. Please set your microphone to 'mute'



6. Turn on your camera



7. Click 'Join Now'



8. You will be held in a lobby area awaiting the start of the party.

## Party tips:

- Set the mood at home by putting up disco lights/fairy lights/decorations of your own in the room you will be dancing in.
- Have some party nibbles and a drink ready.
- Try and limit background noise to enjoy the music.
- If you have a speaker that you can attach to your device to make it even more booming – get it connected.
- Remember it's 'fancy dress' if you fancy.

*We can't wait to see you.... Get your dancing feet ready.*