



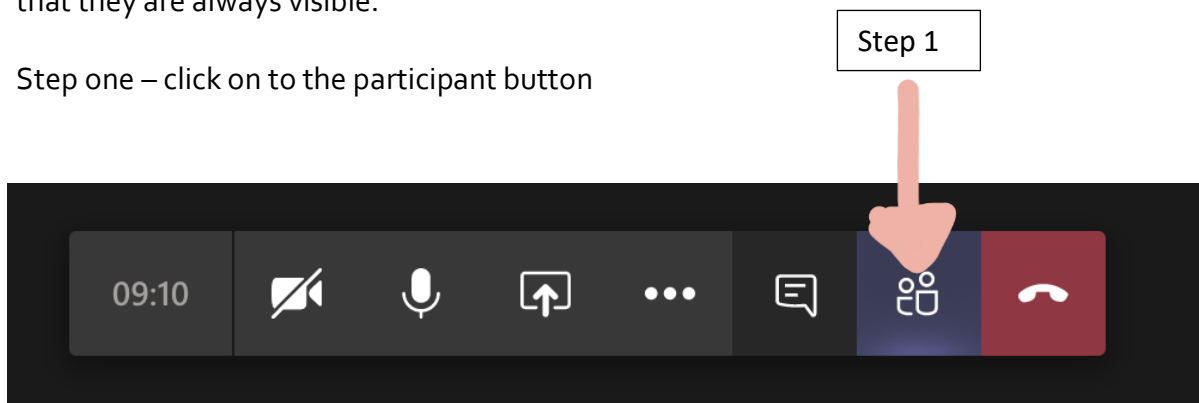
Comely Park Primary School

Microsoft Teams – Parent and Pupil Guide

Keeping a key speaker visible during a Teams lesson

Due to the number of people in the Teams call it may be easier if your child can see the teacher. Below are the three steps to follow once you are in the call to 'Pin' the teacher so that they are always visible.

Step one – click on to the participant button



Step two – Click on the three little circles next to the teacher's name.

Step three – Click on the pin button and that should keep the teacher or key speaker visible throughout the lesson.

