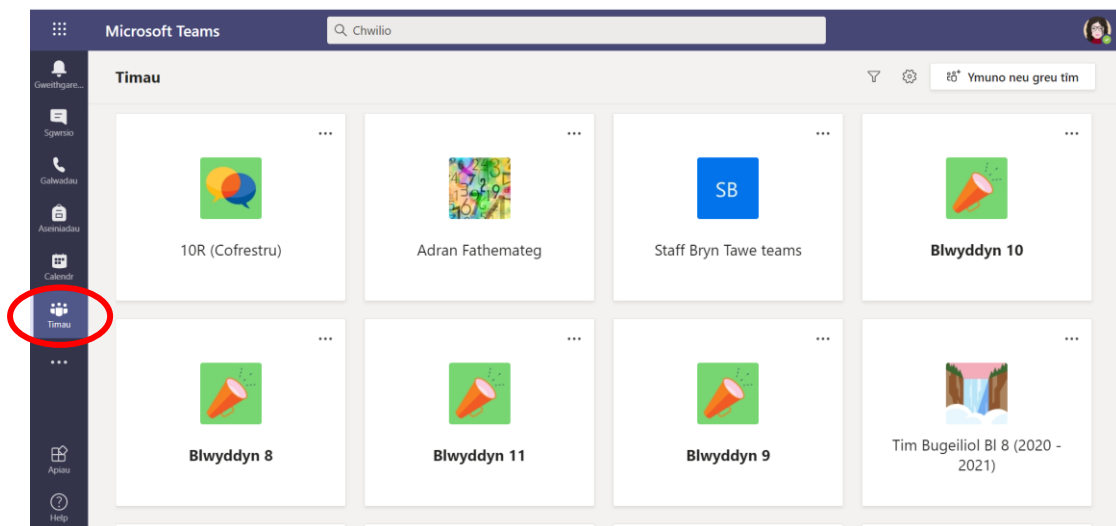


See English version below

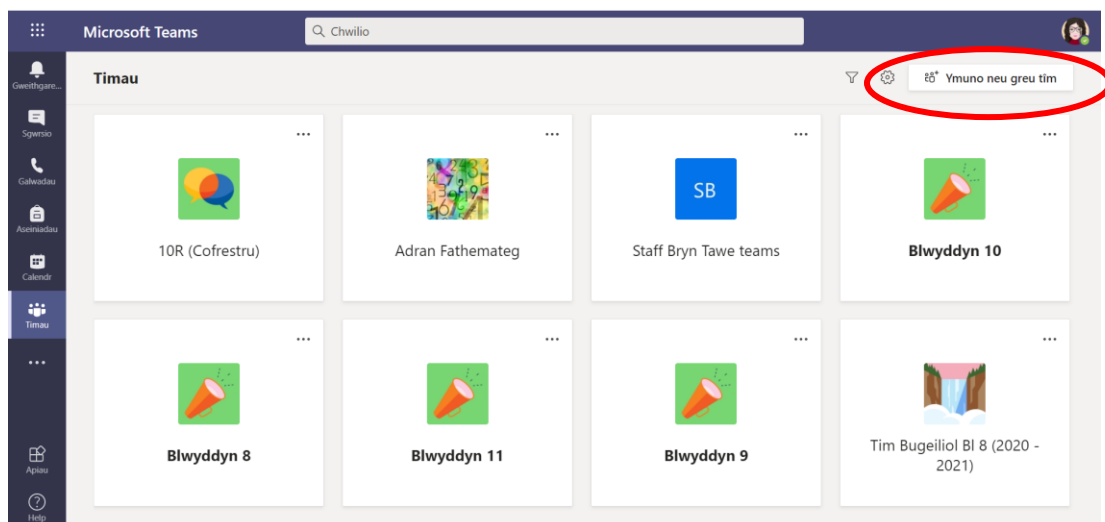
Ymuno gyda Galwad yn Microsoft Teams – Rhiant

Bydd y cyfarfod ar gyfer y noson rieni yn dechrau am 6 o'r gloch ar Ddydd Mercher 11/11/20 i Rieni Ysgol y Cwm, Ysgol Tan-y-Lan ac Ysgol Tirdeunaw.

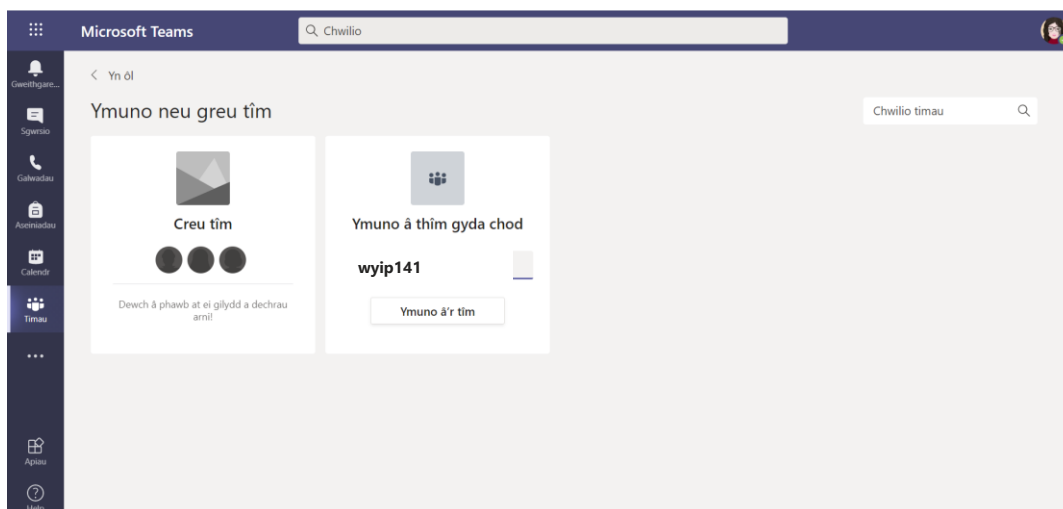
- 1) Mewngofnodwch i Hwb eich plentyn
- 2) Dewiswch Office 365 ac yna Teams.
- 3) Gwasgwch ar yr icon '**Timau**' ar ochr chwith y sgrin. ('**Teams**' os yw'r rhyngwyneb yn Saesneg)



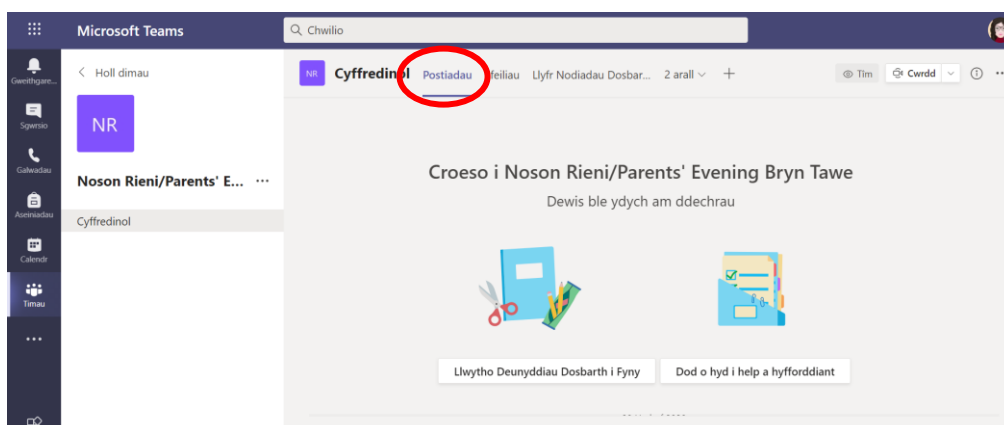
- 4) Dewisiwch y '**Ymuno neu greu tim**' ar dop y dudalen. ('**Join or Create Team**' os yw'r rhyngwyneb yn Saesneg.)



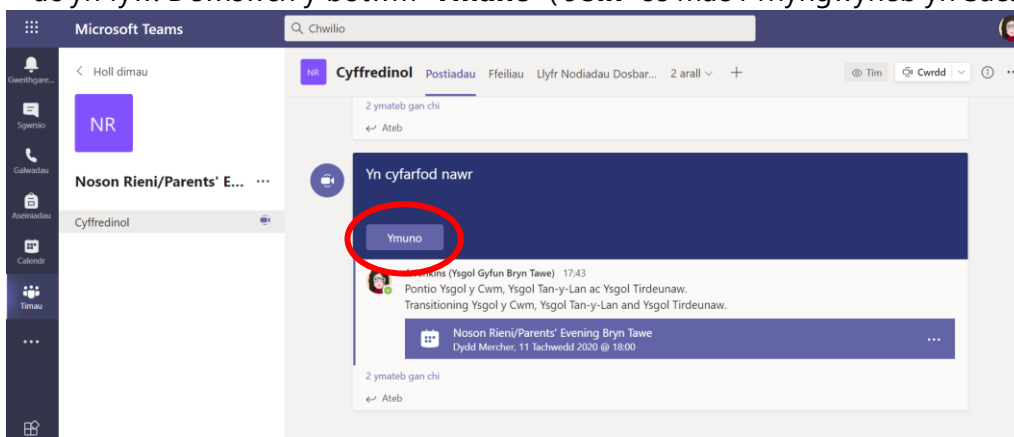
- 5) Mewnbynnwch y côd **'wyip141'** yn blwch o dan **'Ymuno â thîm gyda chod'** ('Join a Team with a Code' os yw'r rhyngwyneb yn Saesneg)



- 6) Sicrhewch eich bod yn y tab **'Postiadau'** ('Posts' os mae'r rhyngwyneb yn Saesneg).



- 7) Ar waelod y sgrin byddwch yn gweld bod cyfarfod wedi cael ei drefnu gan A Jenkins ac yn fyw. Dewiswch y botwm **'Ymuno'** ('Join' os mae'r rhyngwyneb yn Saesneg).

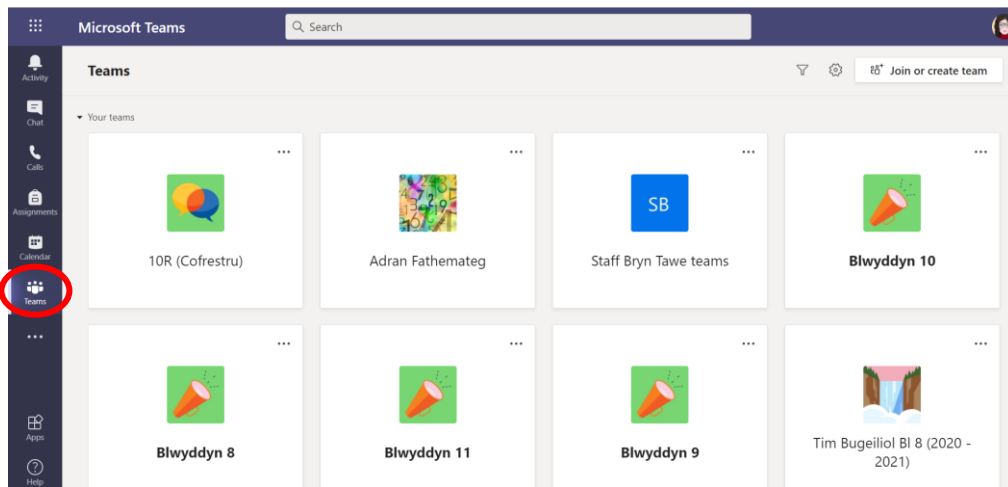


Byddwch chi'n cael eich rhoi yn y lobi i aros cyn cael eich derbyn i'r alwad. Sicrhewch fod eich camera a'ch meicroffôn wedi eu troi i ffwrdd.

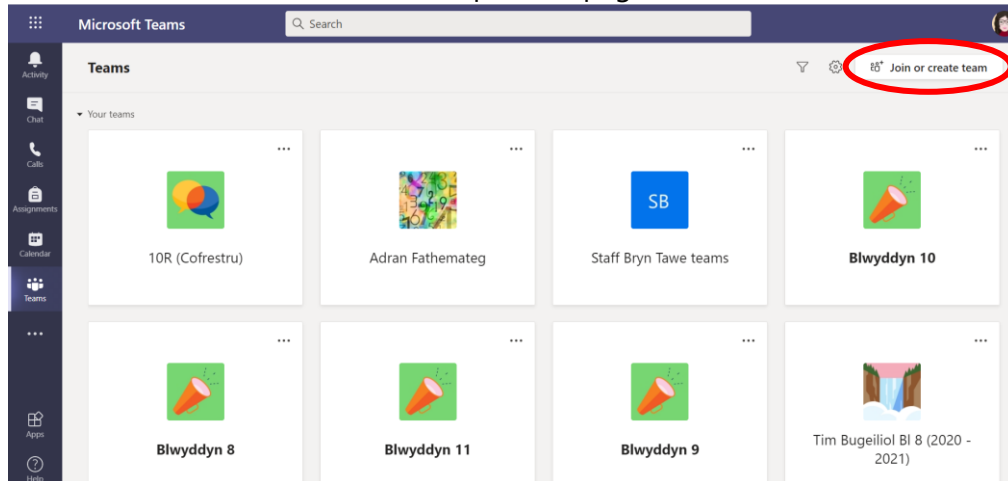
Joining a Call on Teams – Parents

The meeting for the parents' evening will start at 6 o'clock on Wednesday 11/11/20 for Ysgol y Cwm, Ysgol Tan-y-Lan and Ysgol Tirdeunaw parents.

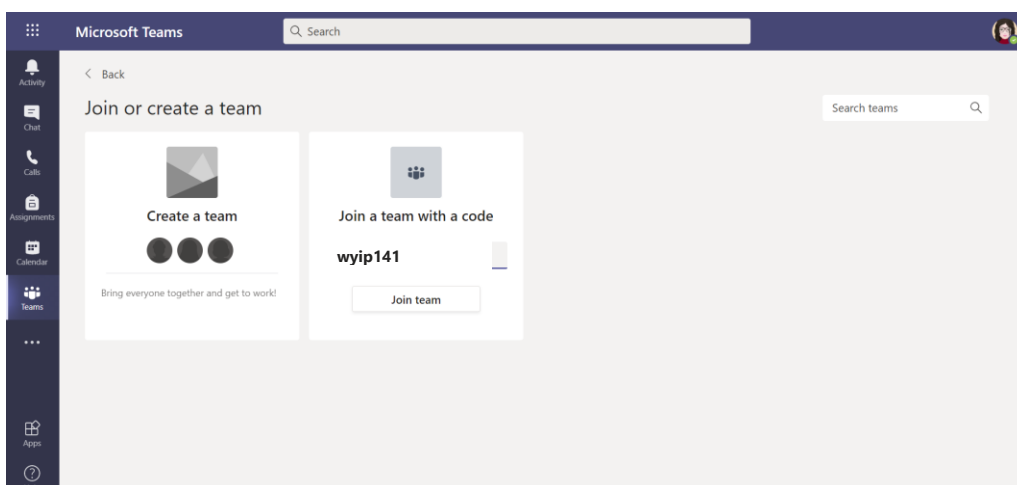
- 1) Log on to Hwb by using your child's Hwb username and password.
- 2) Choose Office 365 and then Teams.
- 3) Press the **'Teams'** icon on the left side of the screen.



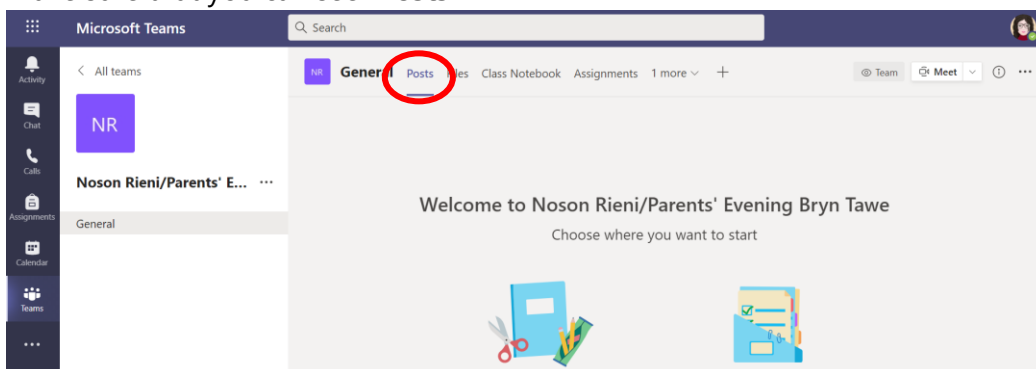
- 4) Choose **'Join or create team'** on top of the page.



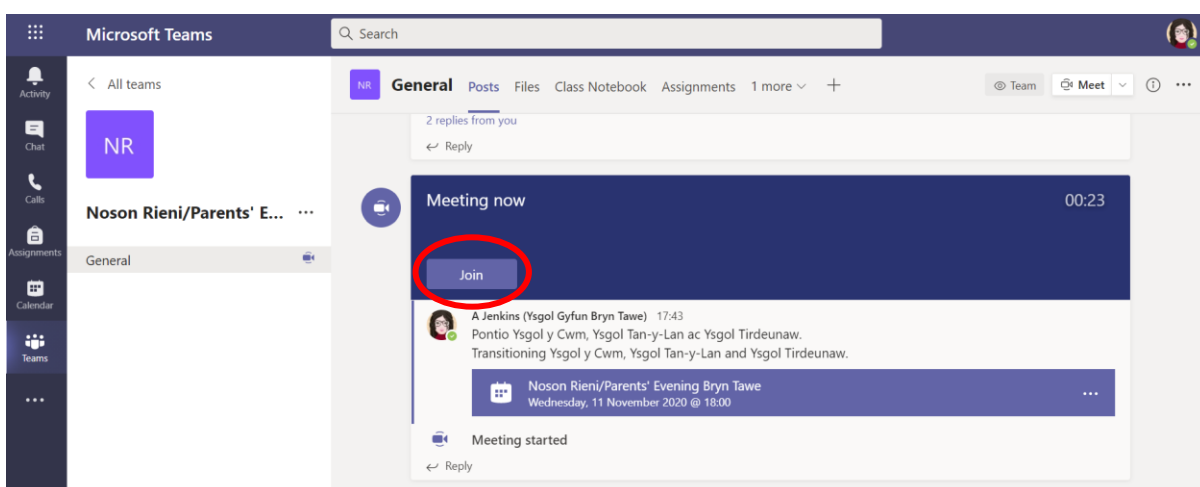
5) Enter 'wyip141' in the box under 'Join a Team with a Code'.



6) Make sure that you can see 'Posts'



7) On the bottom of the screen you will see that a meeting has been arranged by A Jenkins and is live. Choose the 'Join' button to join the meeting.



You will be put in the lobby to wait before you will be received on the video call. Make sure that your camera and microphone is switched off on the call.