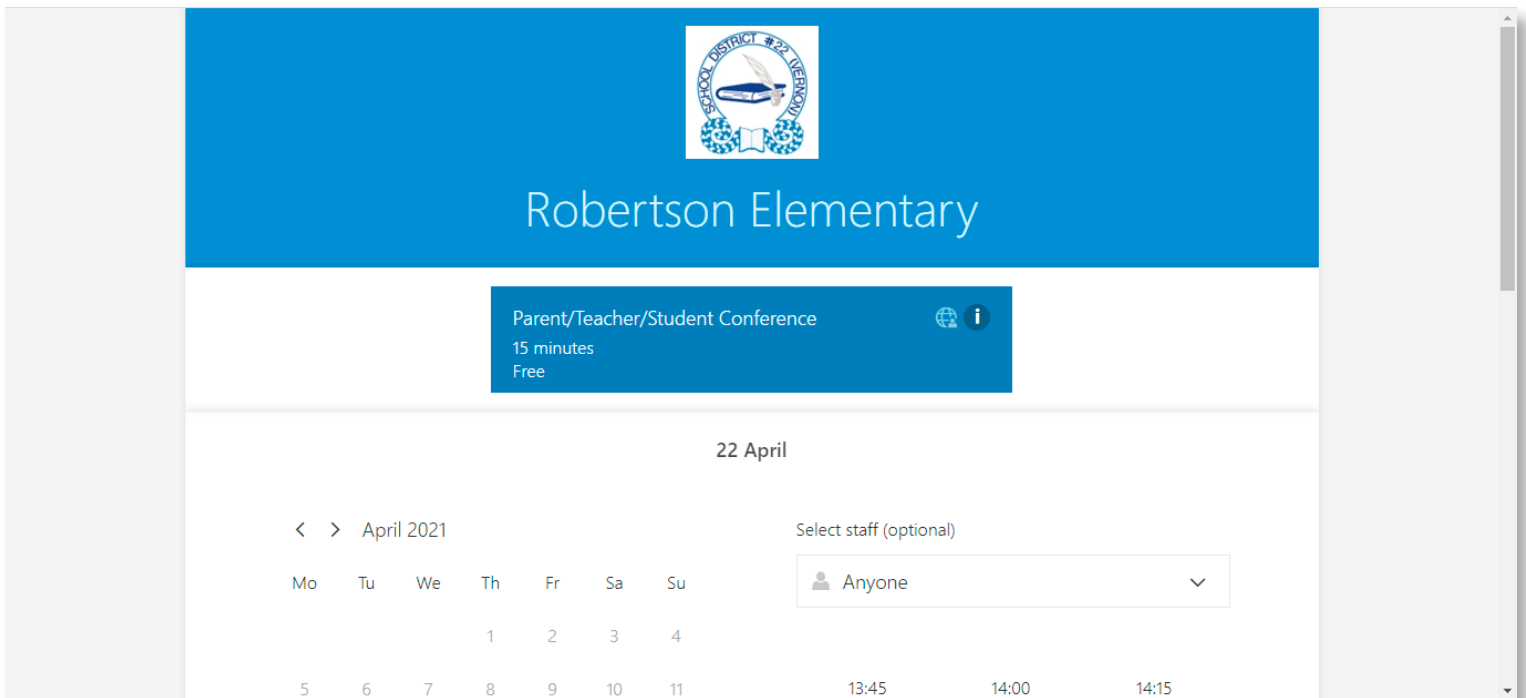
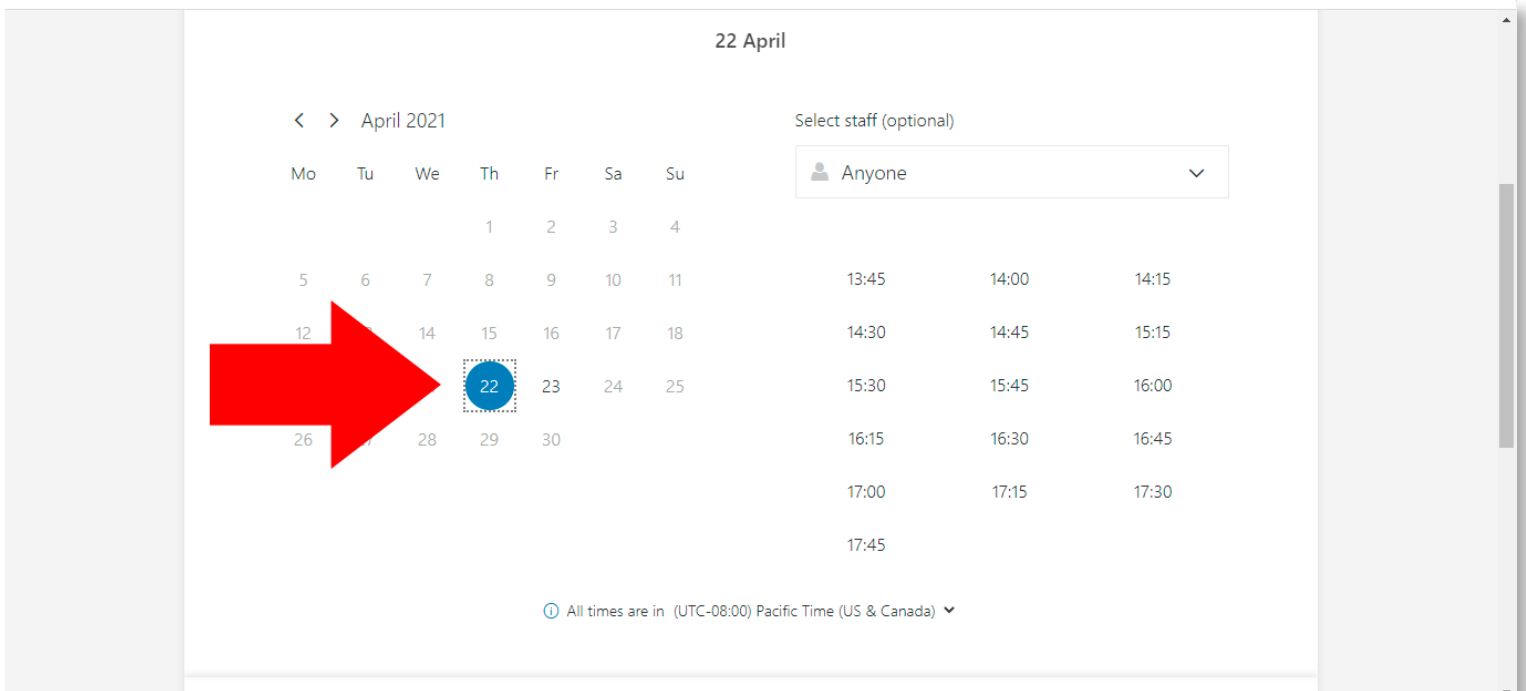


How to Book a Virtual Student/Parent/Teacher Conference via Microsoft Bookings

1. Navigate to your school's Booking Page by clicking on the link sent to you by your school administrator. The page should look something like this:



2. Choose the date that you would like the meeting to take place on the calendar on the left.



3. Make sure to choose the name of the teacher that you would like to meet with from the drop-down menu on the right. **If you miss this step you may book a meeting with a different staff member altogether.**

22 April

< > April 2021

Mo	Tu	We	Th	Fr	Sa	Su
			1	2		
5	6					
12	13	14	15	16		
19	20	21	22	23	24	25
26	27	28	29	30		

Select staff (optional)

Anyone

Anyone

Brendan Robertson Available

Bradley Ogasawara Not available

15:30 15:45 16:00

16:15 16:30 16:45

17:00 17:15 17:30

17:45

All times are in (UTC-08:00) Pacific Time (US & Canada)

4. Choose the time that you would like to meet from the available times listed on the right.

22 April, 15:45 with Brendan Robertson

< > April 2021

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Select staff (optional)

Brendan Robertson

13:45 14:00 14:15

14:30 14:45 15:15

15:45

16:00 16:15 16:30 16:45

17:00 17:15 17:30

17:45

All times are in (UTC-08:00) Pacific Time (US & Canada)

5. Scroll down and enter in your name and email address in the "Add your details" section and click the blue "Book" button.

The screenshot shows a web form titled "Add your details". It contains several input fields: a name field with "Bradley Ogasawara", an email field with "bogasawara@sd22.bc.ca", a "Phone number (optional)" field, and an "Address (optional)" field. To the right of these fields is a text area for "Notes (optional)" with the prompt "Please let us know if you have any special requests. Thank you." Below the form is a prominent blue "Book" button. Red arrows point to the name and email fields, and another red arrow points to the "Book" button. At the bottom of the page, there is a logo and the text "Powered by Microsoft Bookings © 2021 Microsoft • Privacy & Cookies".

6. Once the booking is completed, you will automatically be sent a confirmation email and a calendar invite. You will also be redirected to a web page (pictured below) that you can use to alter your booking. This page can be accessed via a link within the calendar invite should you need to visit it again in the future.

The screenshot displays a confirmation page for Robertson Elementary. At the top, there is a blue header with the school's logo and the name "Robertson Elementary". Below the header, the text reads "Upcoming booking for Bradley Ogasawara". The booking details are listed as "Parent/Teacher/Student Conference" and "Free". On the left side, there is a clock icon, the date and time "22 April 2021 15:45 (15 minutes)", and a person icon with the name "Brendan Robertson". On the right side, there are three blue buttons: "Reschedule", "Cancel booking", and "New booking".

7. At the time of your meeting, click on the link in your confirmation email to join the Teams meeting.



New booking from

Bradley Ogasawara

Parent/Teacher/Student Conference with
Brendan Robertson

Free



22 April 2021

15:45 - 16:00

(UTC-08:00) Pacific Time (US & Canada)

Join your appointment

via Microsoft Teams

